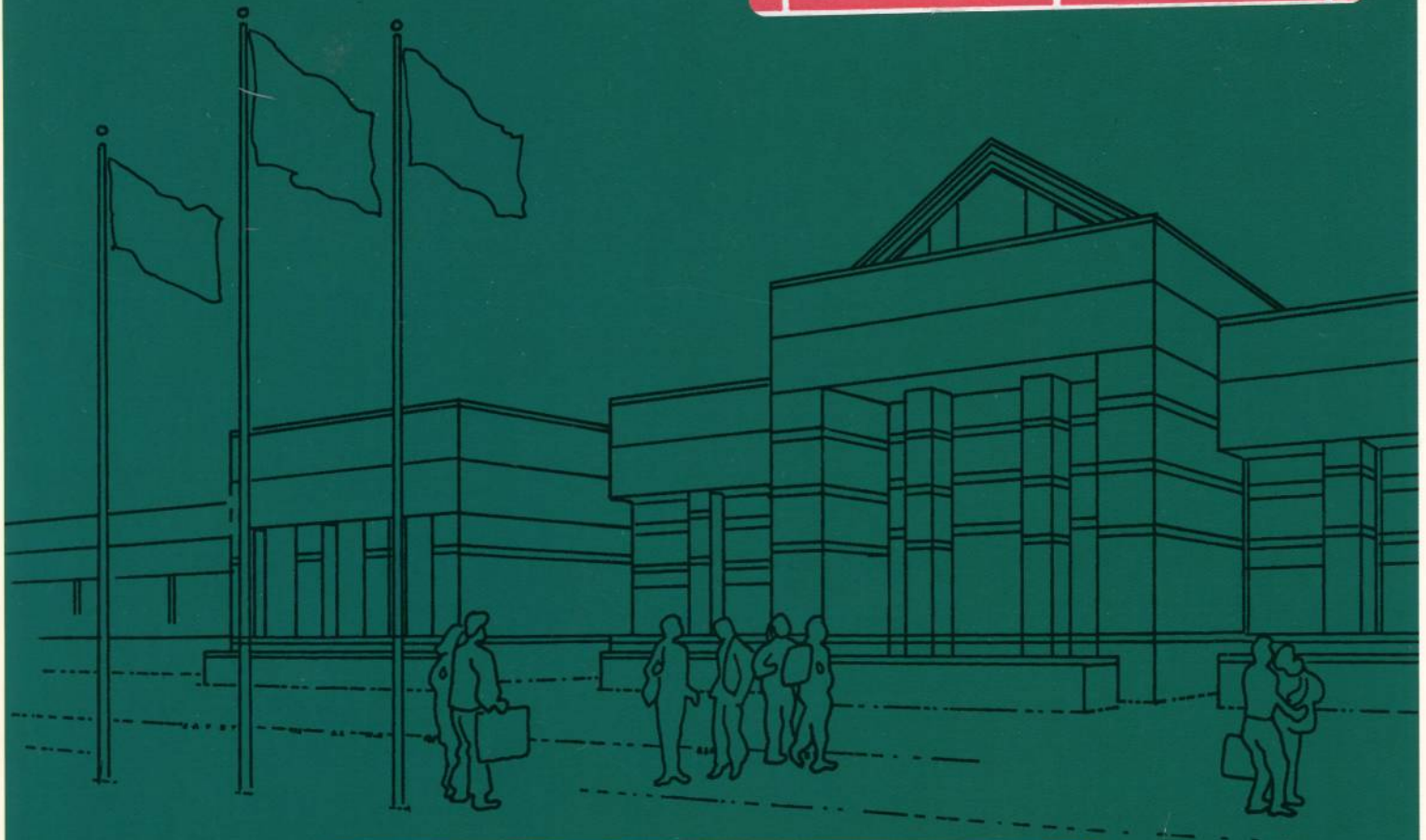


monica Hernandez



Delta College

**1999-2000
CATALOG**



Mailing Address:

1961 Delta Road
University Center, Michigan 48710

Telephones:

(517) 686-9000 (Switchboard)
(517) 495-4000 (from Midland)
(517) 758-3400 (from Frankenmuth, Reese,
Birch Run & Vassar)
(517) 686-0573 (Telecommunication device
for the deaf/TDD)

FAX:

(517) 686-8736

Contact us on the Internet:

<http://www.delta.edu>

24 Hour Weather Information: (517) 686-9179

Delta College personnel made every reasonable effort to determine that everything stated in this catalog was accurate at the time it was printed. Courses and programs offered, tuition and fees, services, and the academic calendar, together with other matters contained herein, are subject to change without notice by Delta College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the College. Delta College further reserves the right to add, amend, or repeal any of their rules, guidelines, policies and procedures. Although the provisions of this catalog are not to be regarded as a legal contract, students enrolled at Delta College are responsible for all regulations in this catalog as well as additions or changes to regulations as they are posted or printed in other College publications.

WELCOME TO DELTA COLLEGE

1. Table of Contents
2. Welcome from Our President
3. Accreditation and Memberships
4. Introducing Delta College
5. Profile of Our Students



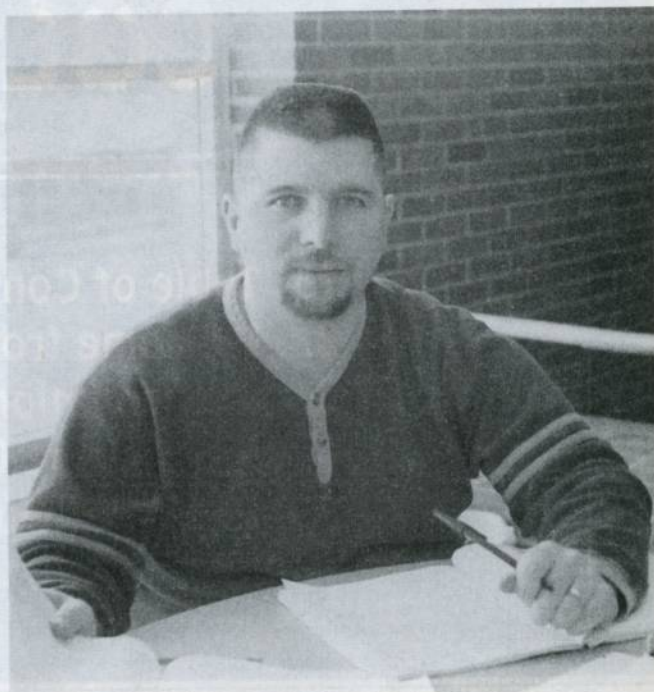
Delta College
We Are Your Opportunity

Table of Contents

It was our aim, as we prepared this catalog, to provide you with a tool that will be of help to you throughout the time you spend with us at Delta College pursuing your educational goals. We hope you will find it useful, whether you are a new student, a returning student, or a member of the community involved in our various outreach activities. The Table of Contents below tells you what is covered in each section of this catalog. If you are looking for a specific topic, check the Index on page 219, where you should find that topic listed, along with the page on which you will find the information. If you come across a term you don't understand, check page 217 for Definitions of College Terms. If you can't find information important to you or you find something confusing, stop in at the Welcome Center and talk with the staff. They will be able to clarify for you or direct you to the appropriate staff person for an answer, and they will pass on to us anything you think should be added to or changed in this catalog.

WELCOME TO DELTA COLLEGE and Happy Reading!

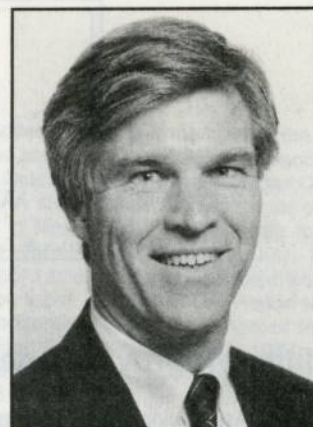
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"Student's Quote"

Robert Hill: "The Delta instructors have a genuine interest in helping students succeed. They're approachable and always seem to make the time to do the extra things that can make all the difference in the world. When I leave Delta, I'm confident that I'm prepared for the challenges at the next level."

Welcome



As **your** community college, we bring you a variety of opportunities to make it as easy as possible to pursue your educational, training, retraining, and personal growth needs...

- Academic occupational programs that prepare you for the world of work
- Academic courses that are easily transferable to other colleges and universities
- Leisure and personal interest classes and workshops to enrich your life
- Programs and services offered for business and industry through our Corporate Services Division

Delta College has the lowest tuition in the region, small classes taught by dedicated faculty, and a wide variety of services offered by a staff who will make every attempt to meet your individual needs. There are many interesting, highly motivated people just like you attending Delta College. They come from diverse backgrounds, representing many ages, circumstances, and ethnic ancestries. They come for the expectation of discovery, the hope for achievement, and the desire to add new dimensions to their lives.

The rewards of a quality education are numerous. Look around you. Thousands of Delta graduates, people just like you, are the teachers, the health professionals, the business owners, and the leaders of our community. Accept my challenge to you to use your time and effort here wisely, because the quality education you receive at Delta College is your investment in your future.

On behalf of our Board of Trustees, students, faculty, staff and administration, I welcome you to Delta College.

A handwritten signature in dark ink, appearing to read "Peter D. Boyse".

Peter D. Boyse, Ph.D.
President

Accreditation and Memberships

Accredited Continuously by:
North Central Association
of
Colleges and Schools

Approved by the Michigan Department of Education

Accrediting/Approving Agencies

American Dental Association Commission on Dental Accreditation
•Dental Assisting
•Dental Hygiene

American Physical Therapy Association Commission on
Accreditation in Physical Therapist Education
•Physical Therapist Assistant

Commission on Accreditation of Allied Health Education Programs
•Respiratory Therapy
•Surgical Technology

Joint Review Committee on Education in Radiologic Technology
•Radiography

Michigan Board of Nursing
•Practical Nursing
•Registered Nursing

Michigan Department of Consumer & Industry Services
•Nursing Assistant

Michigan Department of Natural Resources/Operator Training
•Water/Wastewater Treatment Technology

Michigan Department of Public Health/Water Division
•Water/Wastewater Treatment Technology

National Automotive Technicians Education Foundation
•Automotive Service Technician

National League for Nursing
•Registered Nursing

Technology Accreditation Commission of the
Accreditation Board for Engineering (TAC/ABET)
•Electronic Engineering Technology
•Mechanical Engineering Technology

College Memberships

American Association of Collegiate Registrars
and Admissions Officers (AACRAO)

American Association of Community Colleges

American Association of Community Colleges International/Inter-
cultural Consortium

American Council on Education

American Management Association

Michigan Association of Collegiate Registrars and Admissions
Officers (MACRAO)

Michigan Association of Community Colleges Instructional
Administrators (CIA)

Michigan Community College Association

Michigan Community College Community Service Association

Michigan Community Colleges for Global Education (MCCGE)

Michigan International Development Education Outreach Network
(MIDEON)

Michigan League for Nursing

Michigan Liberal Arts Network for Development

Michigan Occupational Deans' Administrative Council

National Association of College and University Business Officers

National Council for Occupational Education (NCOE)

National League for Innovation in the Community College

National League for Nursing

National Association of Student Aid Administrators

Students wishing to review documents pertaining to accreditation should contact the Dean of Student and Educational Services.

Affirmative Action Statement

Delta College is committed to providing equal opportunity through its employment practices, educational programs, and through the many services it provides to the community. The College will make all personnel decisions, offer programs that will foster educational opportunities, and maintain a program of services designed to serve the community, without regard to, but not be limited to race, color, religion, sex, marital status, age, national origin, or handicap. Furthermore, the College will undertake an affirmative program of action to expand equality of opportunity in employment. The College will develop and maintain educational programs and services that are sensitive to the emerging needs of members of minority groups, women, and the handicapped. And finally, the College will initiate programs that will increase, on the part of all personnel, a sensitivity to the interests and needs of those who have historically been discriminated against. (Board of Trustees 4/83)

Inquiries regarding the Delta College non-discrimination policy may be directed to the Delta College Affirmative Action Officer located in Office D-102, or phone 686-9512. If you wish to contact the Office of Civil Rights directly, mail inquiries to the Office of Civil Rights, Region Five, P.I. Bldg., Room 222, 55 Erie View Plaza, Cleveland, Ohio 44114, or phone (216) 293-4970.

Introducing Delta College

Delta College Begins

Delta College has continued, without interruption, the educational opportunities that were previously provided by Bay City Junior College. In the mid-1950's, as the demand for education beyond high school increased in the tri-county area, the percentage of students attending Bay City Junior College from outside the K-12 Bay City Public School District steadily increased. The enrollment was approximately 50 percent non-resident, with about 40 percent of the enrollment coming from Saginaw. Early in 1955, seven community leaders from Bay, Midland and Saginaw met to discuss the possibility of a tri-county college. Their interest and action prompted the following developments:

1955: Organization of the Tri-County Committee of 300 formed to study the needs of higher education in the Saginaw Valley area.

1956: The final report of the Committee of 300, outlining the need to establish and finance a new college, was received.

1957: Legislation was submitted to the State of Michigan Legislature to finance and establish a new institution of higher education.

1957: Voters of Bay, Saginaw, and Midland counties formed a community college district under Act 182 of the Public Acts of 1957 and authorized a levy of 1.5 mills to construct and operate a college.

1958: Bonds were sold to provide the financial structure for Delta College and campus construction began.

1959-61: Members of the faculty and staff of Bay City Junior College assisted in planning for the new college. Many of the Bay City Junior College faculty, students, and staff became part of the new college as Bay City Junior College operations were assimilated into Delta College.

1961: Delta College opened.

Campus Site

The College is located on a 640-acre campus complex in Bay County. Noted for its beautifully-landscaped center garden, the College has miles of nature trails, an outdoor classroom, running and fitness trails, tennis courts, and archery and golf areas, as well as a covered bridge. The natural surroundings of Delta College positively enhance the learning process of students. The Delta College site, at University Center, Michigan in Bay County, lies almost midway between the counties' major cities of Saginaw (69,512), Bay City (38,936), and Midland (37,819). This triangle forms the heart of the Saginaw Valley area which is drained by the Saginaw River and its tributaries, northward to the Saginaw Bay and Lake Huron. Bay County adjoins the Saginaw Bay, an important recreational area and waterway whose ports are part of the St. Lawrence Seaway system.

Tri-County District

The tri-county area is one of the major concentrations of population within the state. The 1990 population census reports an area population of approximately 399,320. Sixty-three percent of the people are classified as urban residents, with 44 percent residing within city limits.

The high percentage of urban population can largely be explained by the concentration of industry within the area. Over 95 percent of the employed work force are in occupations other than agriculture. Each county has a major concentration of industry. The Dow Chemical Company and Dow Corning Corporation have large plants and international corporate headquarters in Midland. Bay City's employment centers around Chevrolet Motors. Saginaw, the largest industrial center, has a number of General Motors industries and has the largest foundry concentration in the country.

The tri-county area is also well known for its agricultural products. Sugar beets, beans, and potatoes are grown extensively throughout the Valley. On a national basis, Saginaw and Bay County rank number one and two in sugar production and one and five in bean growing, respectively. Beans are shipped from the area to foreign ports.

Accreditation

Delta College is accredited by and is a member of the North Central Association of Colleges and Schools (NCA). Initial accreditation was granted the College in October, 1962 by the Michigan Commission on College Accreditation. A status study to prepare for candidacy was submitted to the NCA in May, 1964, as a first step toward regional accreditation. College officials were notified in July, 1966, that the College had been accepted as a candidate for accreditation based on a report of a NCA visitation team. The Self-Study Report was completed in May, 1967, and accreditation was granted in April of 1968. NCA has subsequently reaccredited the College in 1973, 1984, and again in 1993. Several occupational academic programs also have received additional accreditation status from their corresponding professional boards, councils, or regulatory groups.

National League for Innovation

Delta College is a charter member of the National League for Innovation in the Community College. The League is comprised of 20 college districts with 56 campuses, enrolling more than 600,000 students. Delta's membership is significant recognition that it is devoted to the improvement of learning through experimentation and innovation. The League places a strong emphasis on research, evaluation, and dissemination of information on innovations. In this way, potentially valuable new approaches to instruction are made known and an opportunity is provided to judge their suitability for use at other colleges. Participation in League activities enables Delta to adapt and adopt those innovative practices which have proved effective elsewhere, while sharing the results of its own innovations with colleges in other districts. This means that residents of all ages in the tri-counties have the opportunity to share in the benefits of improved instruction and services provided by the College.



MISSION STATEMENT

Our mission is to be an innovative and responsive community college dedicated to meeting the diverse educational and personal growth needs of our students by providing excellent learning opportunities and support services.

* * * *

The College Mission reflects our Values.

VALUES STATEMENT

At Delta College, we value our students, our employees, and our constituents. As we hold the institution in trust for them, we aspire to these ideals:

The Learning Experience and the Pursuit of Knowledge: Our students and our personal and intellectual growth depend upon the pursuit of knowledge and an appreciation for life-long learning.

Academic Excellence: Our dedication to academic excellence encourages and supports the quest to maintain high academic standards.

Access: Our commitment to an open-door policy ensures that our constituents may exercise their legitimate right to access College services.

Professional Integrity and Collegiality: Our ethics and our respect for others guide our relationships, professional activities, and the performance of our duties to the best of our ability.

Academic Freedom: Our dedication to the free exchange of ideas and information promotes our growth as an educational institution.

Quality: Our commitment to quality programs and services ensures our response to a dynamic environment through self-evaluation and innovation.

Diversity: Our College reflects the needs of our diverse College community.

Shared Governance: Our trust in shared governance compels us and our students to contribute to the evolution of College policies and operating procedures.

Community Leadership and Service: Our local and global participation and leadership exemplify dedication to our mission.

Environmental Safety: Our obligation to clean, comfortable, safe, efficient, and current facilities aids in the fulfillment of the Delta College mission.

OUR VISION FOR DELTA COLLEGE

Delta College is a learning centered institution that focuses on the diverse post-secondary learning needs of the community. The College provides quality learning opportunities and recognizes learning can take place 24 hours a day, every day, in and out of the classroom, and on and off campus. Learning is our primary measure of success.

In reaching our vision we will:

Provide diverse learning experiences which give our students an advantage in the workplace, at baccalaureate institutions, and in access to global opportunities.

Expand our impact by providing learning opportunities for new and diverse groups of constituents.

Become a focal point for learning and cooperative development in the Tri-Counties.

Increase access to learning opportunities beyond our conventional boundaries of location and time.

Develop our physical facilities and our technological capacity in order to promote learning by students and staff.

Be creative in the acquisition and use of resources to facilitate learning.

Develop a faculty and staff that are committed to respecting our students' diversity of culture and educational backgrounds, and equally committed to providing diverse learning opportunities to address students' unique needs.

Be active in identifying and addressing our communities' educational needs, and be active across the College in promoting our capacities, services, and opportunities.

Improve student success by assessing educational experiences for our students and continually work to make these experiences better.



GUIDING PRINCIPLES

The implementation of our College Mission and its underlying Values are supported by certain Guiding Principles.

Based on our Mission and Values Statements, Delta College is committed to:

...providing a range of programs, opportunities, and experiences that enrich the lives of the residents of our community.

...continuously improving and regularly measuring the quality of all of our programs and services.

...accepting the challenge of our open door policy by providing programs and services appropriate to our students' needs and backgrounds.

...providing services to help students overcome obstacles that impede the achievement of their educational goals.

...working with K-12 districts, other colleges and universities, and business and industry to share and respond to each others' needs.

...creating an environment that fosters appreciation and respect for the uniqueness of each individual.

...expanding our students' cultural and global awareness.

...the free exchange of all ideas for their own sake as well as for their potentially practical applications.

...providing a work environment which supports the professional development of all College employees.

...shared governance, understanding that we are all members of the same College community with the privilege of ownership and the obligation of participation.

...employee involvement in the community.

Profile of Our Students

When Delta College opened its doors in September, 1961, there were 1,700 students, whereas in the Fall Semester of 1998, approximately 9,763 academic and skilled trades students plus 870 community education students were enrolled in courses and programs on the Campus and throughout 30 neighborhood centers. Who are these students and why do they enroll at Delta? Actually, there is no Delta College student stereotype. Students differ considerably in their ethnic, social, and economic backgrounds and their educational goals. Most students (about 89.9%) reside in the tri-county district and more students are enrolled on a part-time basis than those attending full-time because most students are also working full or part-time. Some are rich, some are poor, most are neither, but approximately two-thirds (67%) of students enrolled for six or more academic credits receive some form of financial aid. Some have precise career plans while others want to explore before they decide; some are taking classes for personal enrichment reasons. What most have in common, though, is that they are seeking to learn and improve their lives. Over the years, students have been asked about their reasons for choosing and attending Delta and the five major reasons given have been: location of Delta (close to home and/or work); curriculum or programs offered; low costs; course work relevant to goals; quality of instruction. The diversity of students at Delta College is illustrated below.*

Class Designation

Freshmen	60.6%
Sophomores	39.4%

Student Age Distribution

19 years old and under	30.6%
20-24	31.0%
25-29	12.5%
30-44	20.2%
45 and over	5.6%

Gender

Females	57.6%
Males	42.4%

Geographic Residences

Saginaw County	42.9%
Bay County	28.7%
Midland County	13.3%
Other Michigan Counties	14.7%
Out of State	0.2%

Ethnic Backgrounds

Caucasian	84.1%
African-American	7.1%
Hispanic	4.2%
Not designated	2.6%
Asian	0.7%
Native American	0.7%
International	0.3%

Declared Program Choices

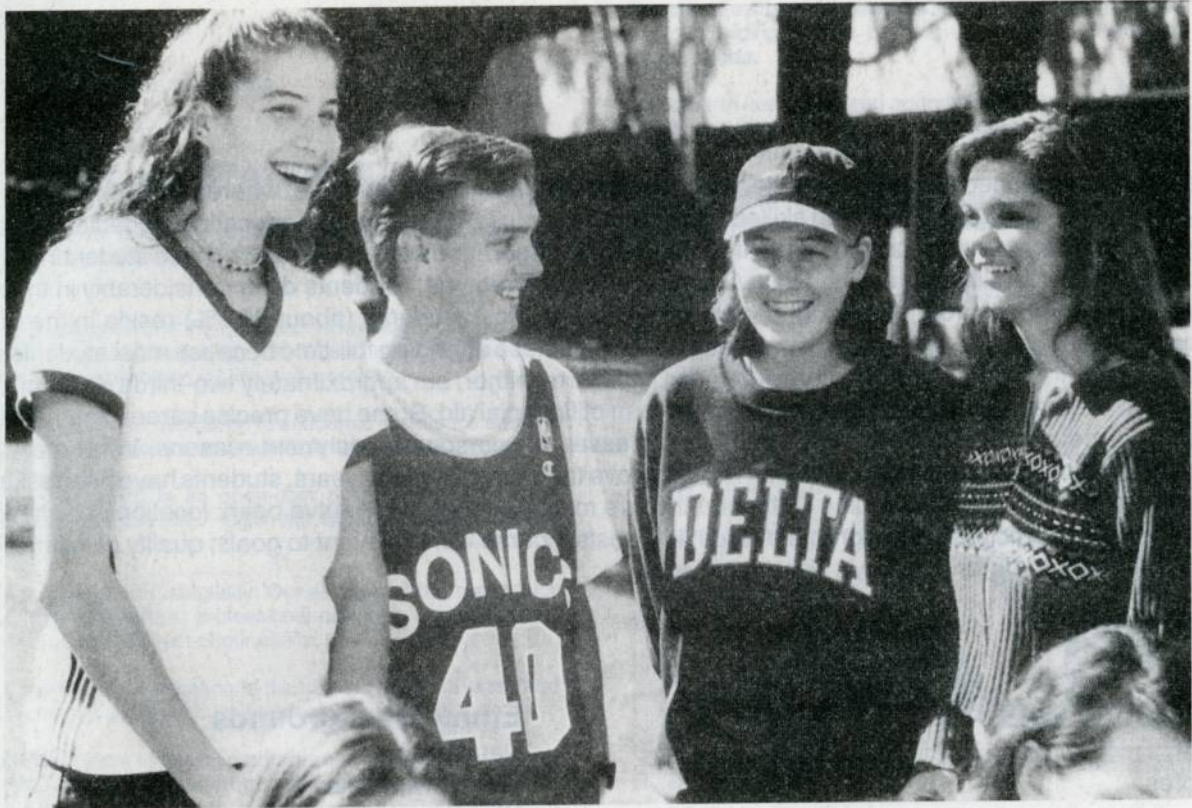
Occupational Programs	39.4%
Transfer Programs	31.6%
Deciding	16.9%
Personal Enrichment	3.4%
Guests & Dual Enrolled	8.6%

Attendance Distribution

Day hours only	51.1%
Day and evening combination	25.7%
Evening hours only	22.3%
Weekends only	0.9%

*Figures based on Fall Semester 1998 (pertains only to students enrolled in academic courses).

Profile of Our Students



Student Age Distribution

Age Group	Percentage
18 and under	0.2%
19-24	1.5%
25-29	12.5%
30-34	20.5%
35 and over	6.8%

Gender

Gender	Percentage
Female	57.5%
Male	42.5%

Geographic Residences

Residence	Percentage
Saginaw County	40.5%
Bay County	25.5%
Midland County	15.5%
Other Michigan Counties	10.5%
Out of State	8.5%

Figures based on Fall Semester 1995 (figures only to students enrolled in academic courses)

These figures are based on data collected from the Michigan Department of Education and are subject to change.

The data presented here is for informational purposes only and should not be used for any other purpose.

Information was last updated in 1995.

Declared Program Choices

Program Choice	Percentage
Occupational Programs	85.5%
Transfer Programs	14.5%
General	1.5%
Personal Enrichment	0.5%
Guests & Dual Enrolled	0.5%

Attendance Distribution

Attendance	Percentage
Day, hour only	51.5%
Day and evening completion	22.5%
Evening only	15.5%
Weekend only	10.5%

These figures are based on data collected from the Michigan Department of Education and are subject to change.

The data presented here is for informational purposes only and should not be used for any other purpose.

Information was last updated in 1995.

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Information was last updated in 1995.

THE ENROLLMENT PROCESS

1. Academic Calendar
2. Admission and Pre-Enrollment Information
3. Financial Aid
4. Veterans/Reservists Information
5. Steps to Success Process
6. Registration



Delta College
We Are Your Opportunity

SECTION II

Academic Calendar 1999-2000

Activity	Spring '99 Semester 15 Weeks	Spring '99 Session 7-1/2 Weeks	Summer '99 Session 7-1/2 Weeks	Fall '99 Semester 15 Weeks	Winter '00 Semester 15 Weeks	Spring '00 Semester 15 Weeks	Spring '00 Session 7-1/2 Weeks	Summer '00 Session 7-1/2 Weeks
Applications Available for Financial Aid	Jan. '98	Jan. '98	Jan. '98	Jan. '99	Jan. '99	Jan. '99	Jan. '99	Jan. '99
Admission	----- Continuous -----							
District Status Change	----- One Week Before Your Registration -----							
Last Day Readmission for Phone Registration	March 1	March 1	March 1	March 22	Oct. 25	March 1	March 1	March 1
Schedule of Academic Classes Available	Early March	Early March	Early March	Early March	Early November	Early March	Early March	Early March
Phone Registration Begins ¹	Mid-March	Mid-March	Mid-March	Early April	Early November	Mid-March	Mid-March	Mid-March
Weekend Classes Begin	May 8	May 8	July 10	Aug. 28	Jan. 8	May 6	May 6	July 1
First Day of Semester/Session²	May 5	May 5	June 28	Aug. 28	Jan. 5	May 3	May 3	June 26
Last Day Add Without Instructor Signature ²	May 11	May 7	June 30	Sept. 3	Jan. 11	May 9	May 5	June 28
Last Day of Offset ²	----- 25th Calendar Day from Start Date -----							
Last Day for 100% Refund ²	----- 7th Calendar Day from Start Date -----							
Last Day for 50% Refund ²	----- 11th Calendar Day from Start Date -----							
Last Day to Audit ^{2,3}	----- Last Day of 50% Refund Period -----							
Last Day Drop With No Grade ^{2,3}	----- Last Day of 50% Refund Period -----							
Last Day to Withdraw With "W" ^{2,3}	June 25	June 1	July 23	Oct. 22	Feb. 25	June 23	May 30	July 20
Last Day to Apply for Graduation	June 25	June 25	June 25	Oct. 22	Feb. 25	June 23	June 23	June 23
Last Day to Apply for Graduation (\$25 Late Fee)	July 29	July 29	July 29	Nov. 23	April 4	July 27	July 27	July 27
Last Day to Apply for Pass/No Credit ^{1,2,3}	July 29	June 16	Aug. 9	Nov. 23	April 4	July 27	June 14	Aug. 7
Last Day to Withdraw With "WE" or "WP" ^{2,3}	July 29	June 16	Aug. 9	Nov. 23	April 4	July 27	June 14	Aug. 7
Incomplete Deadline for Required Coursework ³	Dec. 1	Dec. 1	Dec. 1	Apr. 1	Dec. 1	Dec. 1	Dec. 1	Dec. 1
Health Validation Applications Accepted ¹	June 25-Aug. 19	June 25-Aug. 19	June 25-Aug. 19	Oct. 22-Dec. 20	Feb. 25-April 25	June 23-Aug. 17	June 23-Aug. 17	June 23-Aug. 17
Holidays: No Classes	May 31 July 3-5	May 31	July 3-5	Sept. 4-7 Nov. 24-28	Feb. 28-Mar. 4 Apr. 23	May 29 - July 4	May 29	July 4
Last Day of Semester/Session²	Aug. 19	June 25	Aug. 18	Dec. 19	Apr. 25	Aug. 17	June 23	Aug. 16

NOTATIONS

¹ Dates subject to change. Complete registration information, including Special Phone Registration dates for Health and Nursing First Clinical Courses, is listed in each semester's Academic Classes Schedule booklet. See Section III, Programs of Study, Health Program Procedures, page 33.

² Some courses begin and end other than these dates; see each semester's Academic Class Schedule booklet. Deadline dates apply only to regular semester/session classes; check with the Records & Registration Office for deadlines for these courses.

³ For grading policies, see Section IV, Academic Policies and Information, Grading System, pages 90-91.

Community Services Classes: Registration dates, times and procedures are different from above; consult your Community Services Schedule of Classes published each semester.

Admission and Pre-Enrollment Information

Admission Criteria

Delta College has an "open-door" policy which allows admission of persons from varying ages, backgrounds, interests, and abilities. You are not required to have a minimum grade point average or a certain test score to be granted general admission to the College. Your general admission, however, does not guarantee entry into all academic programs within the College. Academic programs of study that require specific prerequisites or eligibility requirements are outlined in Section III of this catalog.

If you are included in any **one** of the following categories, you are encouraged to apply for admission:

1. High school graduates.
2. Persons who have passed a high school equivalency exam (G.E.D.).
*Non-high school graduates are encouraged to take the G.E.D. exam; however, G.E.D. results are not required for general admission.
- *3. Adults 18 years of age or older who have not attended high school for at least six months since the time their high school class would have graduated.
4. Currently enrolled high school students who have permission from their parents and high school counselor or principal.
5. Approved and authorized persons from other countries entering the U.S. for educational purposes under a student visa.

***Note:** If you do not have a high school diploma or have not successfully completed the G.E.D., you may be restricted from receiving federal financial aid if "ability to benefit" criteria are not met. We encourage you to contact the Admissions Office, the Office of Financial Aid, or the Assessment/Testing Services Office for detailed information concerning "ability to benefit" criteria.

Admission Dates

Although Admission Applications are accepted and processed up through the first week of classes each semester, we encourage you to submit your Application at least 30 days prior to your enrollment period and preferably as early as 6 to 8 months. **If you plan to request financial aid, it is essential for you to apply for admission and for financial aid 8 to 10 weeks prior to registration.**

Our traditional starting dates are:
Fall Semester (late August)
Winter Semester (early January)
Spring Session (early May)
Summer Session (late June)

Admission Procedures

Admission fee: \$10

Completed Admission applications may be returned to the Admissions Office/Welcome Center via the mail or in person. Please review the following admission categories and follow the procedures outlined.

1. **High School Seniors:** If you plan to enroll the summer or fall after your June graduation, you need to complete an Admissions Application and give it to your high school counselor or principal. Ask your high school to send your Application, along with your current transcript, to the Admissions Office. Be sure to request that a **final transcript** be sent upon your graduation.
2. **Dual Enrolled Students:** If you plan to enroll in Delta courses and in high school courses during the same semester, you need to submit a special Dual Enrollment Application. This Application, available at your high school, needs to be signed by your parent and high school counselor or principal. Request that your high school send a current copy of your transcript to the Admissions Office.

3. **Adults Out of High School:** Complete an Admissions Application and return it to the Admissions Office. You need to request each previously attended high school, education center, and/or college to send a copy of your official transcript to the Admissions Office.
4. **Transfer Students:** Complete an Admissions Application and request each college/university attended to send your official transcript to the Admissions Office. If you have allowed adequate time, a credit evaluation will be completed prior to registration. A maximum of 38 credits may be applicable toward a Delta Associate degree.
5. **Guest Students:** If you are attending another college and wish to take Delta courses on a Guest status, you should complete Part I of the Michigan Uniform Undergraduate Guest Application (available at your current institution or from Delta College). Ask the Registrar at your current college to complete Part II and to forward it to Delta's Admissions Office. Be sure to check with your current institution to determine if your Delta courses will satisfy requirements.
6. **Readmitted Students:** If you are a former Delta student who has not taken a course since Winter 1984, you need to be readmitted. Readmission may be accomplished by telephoning the Admissions Office or by completing an Admissions Application, available from the Admissions Office.
7. **International Students:** If you are not a U.S. citizen or a permanent resident and you are requesting an I-20 form, you need to complete the International Admissions Application.

Transcripts

If you are a new student in any category except Guest, or if you are a returning student who has attended another college or university since Delta, you need to request immediately that your official transcript be sent to:

Delta College
Admissions Office
1961 Delta Road
University Center, MI 48710

Official transcripts include: high school, college, university, G.E.D., and adult education course work.

After You Apply

After you apply you will receive a prompt response to your mailed Admission Application. Applications submitted in person will be processed immediately. Upon acceptance, you will be issued a student number, and further information about assessment, advisement, and/or registration procedures. After being accepted, most new and some returning students are required to participate in pre-enrollment procedures such as assessment, orientation, and advisement. Please see page 17 for further information.

Admissions Advising/Campus Tours

We invite you to call with any questions you may have and especially invite you to make an appointment with an Admissions Representative. We'll discuss pre-enrollment procedures, the financial aid process, and general college information. The Admissions Office phone number is: (517) 686-9093 or from Midland/Auburn, phone 495-4000, ext. 9093.

International Student Admission

Delta College is authorized under federal law to admit and enroll non-immigrant alien students. In order to obtain a visa for entry into the United States on an F-1 student visa status, you must present to the U.S. Consul abroad a valid passport, proof of sufficient finances, and a completed I-20 form.

An I-20 form (Certificate of Eligibility) is issued to admitted Delta students after the College has determined that you have met the following conditions:

1. **Academic Requirements:** You must be 18 years of age or older and have successfully completed a course of study equivalent to high school level. The equivalent of a "B" grade point average is required in all courses; i.e., 14 out of 20, 70% out of 100%. You are required to submit certified copies of your high school leaving certificate, national and international exams, and transcripts which reflect courses and marks earned during the last three years of high school.
2. **Language Proficiency:** If you are from a country where English is not the official native language, you must be proficient in English to pursue your studies or you must make arrangements to enroll in an English Language Center prior to acceptance. English proficiency means that you speak, write, and read English fluently. Such fluency is necessary to insure your enrollment, proper placement, and success in achieving your educational goals.

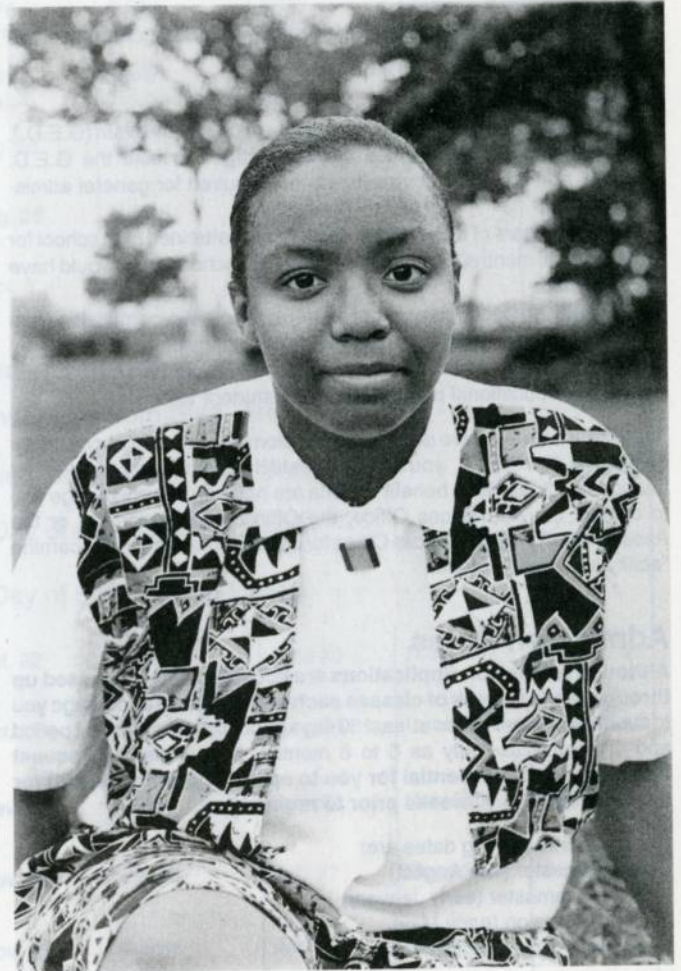
You must furnish Delta College with one of the following:

- Proof of having received a minimum score of 500 on the paper-based version of TOEFL (Test of English as a Foreign Language) **or**,
 - Proof of having received a minimum of 173 on the computerized version of TOEFL (Test of English as a Foreign Language) **or**,
 - Proof of successful completion of an ESL program **or**,
 - Official transcripts documenting successful completion of an advanced course in English from a licensed English Language Center. An additional test and interview may be required to establish English proficiency before enrollment. Further information about TOEFL can be obtained by writing to: TOEFL, P.O. Box 6151, Princeton, NJ 98541. **International Transfer Students** who are enrolled in a U.S. college may submit proof of successful completion of a transferable English language course with a minimum of "B" average or better.
3. **Financial Verification:** You are required to submit an up-to-date financial support statement from a sponsor and their bank, which testifies to the sponsor's willingness and capability to support you while you are at Delta. If you are not sponsored by your government or an organization, you must submit a bank statement which testifies to the existence of enough funds in your family's account to provide for attendance. All College tuition is due and payable in full at the time of registration. **Loans, scholarships, financial aid, and deferred payments are not available for international students.**
 4. **Deadlines:** All documents, such as applications, recommendations, official transcripts, financial statements of support, certificates of English proficiency, and medical reports, must be in the Admissions Office at least **four months** preceding the semester you desire to be admitted.

Semester	Application Deadline	Semester Begins
Fall	May	Last week of August
Winter	September	First week of January
Spring	January	Beginning of May

Important Notes:

- Applications for admission to Delta College will be mailed upon written, e-mail or phone request. High school records submitted by friends or relatives on your behalf are not accepted. These records must be mailed directly to Delta College by your secondary school, college, or the Ministry of Education in your country. A \$10.00 admission fee must accompany your application.
- All documents must be original or certified copies and must be accompanied by official English translations. Transcripts must be signed by the principal or registrar of each school or college and impressed with a seal or stamp of the school attended. You must not leave your country, language center, or college before you receive official acceptance from Delta College.



"Student's Quote"

*Molly Dickston, Major, Communications
Nouvel Catholic Central High School*

"I really like the faculty, they are really concerned about the student as an individual, not as a number. They have a general interest in the student themselves, beyond the school academics."

Costs*

Delta offers quality education at the most reasonable cost in the tri-county area.

* Note: Costs are for the 1999-2000 academic year.

Tuition:

In-District	\$58 per credit
Out-District	\$79 per credit
Out-Of-State/International	\$113 per credit
Course Fees	\$3.50-\$82.50 per course
Registration Fee	\$24.50 per semester
Multi-Registration Fee	\$25 per non-payment
Late Registration Fee	\$10 per credit
Admission Fee	\$10
Orientation Fee	\$ 0
Assessment Fee	\$ 0
Transcript Fee - Three to Five Days	\$ 0
Transcript Fee - Same Day	\$10
Library Fee	\$ 0
Tutoring Fee	\$ 0
Parking Fee (except violations)	\$ 0
Student Activities Fee	\$ 0
Graduation Fee	\$ 0
Late Graduation Fee	\$25
Diploma Fee	\$ 0
Off-Site Internet Access Fee (optional)	\$30 per semester

Other Costs: In addition to tuition and fees, you must be prepared for the other costs incurred when attending college. These include books, supplies, transportation, room and board, miscellaneous personal expenses, child care, and any costs associated with disabilities.

Residency Policy and Guidelines

Educational costs at Delta College are shared by students, the taxpayers in the Delta College District, and the State of Michigan. Property taxes paid by residents of the Delta College District supplement student tuition and state aid for in-district status students; therefore, the tuition charged legal residents of the Delta College district is the lowest and students who are classified as out-of-state residents are charged the highest tuition. A student's residency classification is established when admitted to Delta College and may only be changed as detailed under No. 4 below.

- 1. Residency Classifications:** A person will pay course tuition according to one of the following classifications of legal residence:
 - a. In-District Status:** Legal resident* of Bay, Midland, or Saginaw counties. (This is the Delta College District)
 - b. Out-of-District Status:** Legal resident* of Michigan but not of the above three counties.
 - c. Out-of-State Status:** International students and all others not classified within a or b above.

*A legal resident is one whose permanent, primary residence is where he or she intends to return whenever absent from college. A dormitory or apartment rented only for the period of time during college enrollment is not a permanent primary residence.

- 2. In-District Criteria:** For tuition purposes, an in-district student is an American citizen or permanent resident **who can provide legal proof** of residence within Bay, Midland, or Saginaw counties **for at least six consecutive months** immediately preceding the first day of the semester in which the person plans to enroll.
- 3. In-District students** whose families/spouses move out of the Delta College District during the time they are enrolled may retain their residency status as long as they are continuously enrolled in successive fall and winter semesters.

- 4. Proof of In-District Residence:** All students are subject to a check of their residency status at admission and registration. Students furnishing false information will be subject to disciplinary action. The following examples are types of documents which are considered in determining proof of in-district legal residency:
 - a.** A current/valid Michigan driver's license, Michigan Secretary of State I.D. card, or valid Michigan motor vehicle registration in the student's name indicating a permanent address within Bay, Midland, or Saginaw counties.
 - b.** A property tax receipt from Bay, Midland, or Saginaw counties.
 - c.** A current voter registration card indicating an in-district address.
 - d.** Other legal documents such as court-issued guardianship papers.

- 5. Change of Residency Status:** While attending Delta College, students may petition the Director of Admissions to change their residency classification. Petition forms are available in the Admissions or Records and Registration Offices and must be submitted, with proof of in-district residence (see No. 3 above), at least one week prior to the student's registration date. Students must meet the criteria stated in No. 2. Any adjustments made in tuition due to a change in residency status shall not be retroactive.

Note: Guest students from other colleges and **international students** on a student, working, or visitor visa should not expect to have their residency status changed while attending Delta College, as the definition of legal resident in No. 1 above has not been met.

If you have questions regarding residency, please contact the Admissions Office at (517) 686-9093; from Midland/Auburn, 495-4000, ext. 9093.

Financial Aid Programs

PROGRAMS	WHO IS ELIGIBLE					HOW MUCH	HOW TO APPLY	
	A	B	C	D	E		F	
FEDERAL PROGRAMS								
FEDERAL PELL GRANT	✓	✓	✓		✓	Awards range from \$400-\$3,125.	✓	
FEDERAL WORK-STUDY	✓	✓	✓		✓	Awards range from \$500-\$1,850 per semester. The student earns these funds through part-time employment and receives a paycheck every two weeks.	✓	
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT	✓	✓	✓		✓	Awards range from \$100-\$1,000	✓	
FEDERAL STAFFORD LOAN (a) Subsidized (b) Unsubsidized (you pay interest while in school)	✓	✓	✓		✓	a) Cost minus Family Contribution minus Other Aid = Need. b) Cost minus Other Aid (including subsidized loan) = Need.	✓	Request Form from Delta College Financial Aid Office.
FEDERAL PARENT LOAN (PLUS)	✓	✓	✓		✓	Parents of dependent students.	✓	Obtain PLUS Loan application from local bank or credit union.
VETERANS BENEFITS	✓				✓	Veterans who are eligible or certain dependents of deceased or disabled veterans.		Contact Veterans' Services at Delta College.
STATE OF MICH. PROGRAMS								
MICHIGAN COMPETITIVE SCHOLARSHIP PROGRAM	✓	✓	✓	✓		Students who qualify as semi-finalists on ACT test. Awards made by State of Michigan Department of Education.	✓	Take the ACT test in high school. If eligible, list Delta College (002251) in Step Five of FAFSA.
MICHIGAN EDUCATIONAL OPPORTUNITY GRANT PROGRAM	✓	✓	✓	✓	✓		✓	Maximum award is \$1,000 per year.
MICHIGAN ADULT PART-TIME GRANT	✓	✓	✓	✓	✓	Students who are part-time, independent, and out of high school for a minimum of two years.	✓	Maximum award is \$600 per year for a period of up to two years.
TUITION INCENTIVE PROGRAM (TIP)	✓	✓		✓		Students under the age of 20 at the time of high school graduation or GED completion and who have been determined eligible by the MI Family Independence Agency (FIA) based on Medicaid receipt.		Contact high school guidance counselor, FIA or the Delta College Financial Aid Office for a TIP application prior to high school graduation or GED completion.
MICHIGAN INDIAN TUITION WAIVER				✓		Must have written certification from tribe of being at least 25% Native North American and proof of one year Michigan residency.		Obtain ITW application from Student's Tribal Office.
SINGLE PARENT/HOMEMAKER/SEX EQUITY GRANT	✓	✓	✓			Low income single parents, displaced homemakers, and non-traditional students enrolled in vocational/community services programs.	✓	Contact Single Parent/Sex Equity Coordinator for determination of eligibility.
MICHIGAN WORK-STUDY	✓	✓	✓	✓	✓		✓	Awards range from \$500-\$1,850 per semester. The student earns these funds through part-time employment and receives a paycheck every two weeks.
MICHIGAN ALTERNATIVE STUDENT LOAN PROGRAM (MI-LOAN)	✓	✓	✓			Cost minus Financial Aid = Need. Borrower must pass credit worthiness test.	✓	Obtain MI-LOAN packet from bank or credit union or Delta's Office of Financial Aid.
DELTA COLLEGE PROGRAMS								
BOARD OF TRUSTEES SCHOLARSHIP	✓				✓	Tri-County high school graduates recommended by their guidance counselors. Based on academic excellence.		Determined annually by the Board of Trustees.
ADULT EDUCATION SCHOLARSHIP	✓				✓	Tri-County adult ed graduates recommended by their high school directors. Based on academic excellence.		6 credit hours of tuition each semester up to a maximum of 30 total credit hours. Must be used within 4 years of the award.
PRIVATE DONOR SCHOLARSHIP	✓	✓			✓	Students must meet the selection criteria of the various donors. In most cases, students should have a GPA of 3.0 or better and show financial need.	✓	Typical awards range from \$200-\$1,000
SHORT TERM LOAN						Students who demonstrate ability to repay and pass credit check.		Obtain the Delta College scholarship application from the Financial Aid Office.
								Tuition and fees only. Repayment scheduled during the semester.

- A. Must meet standards of academic progress for financial aid recipients.
 B. Must not owe a refund or be in default on any Title IV Aid.
 C. Must demonstrate financial need as determined by the federal formula.
 D. Must be a Michigan resident.

- E. Must be enrolled in a Delta College academic degree or certificate program.
 F. Complete and submit the free application for Federal Student Aid according to the directions provided. Be sure to list Delta's Title IV Code (002251) in Step Five of the application.

Financial Aid

The Delta College Office of Financial Aid administers a comprehensive program of financial assistance to help you with the cost of attending college. The Federal government, the state, Delta College, and organizations are sources of assistance if you demonstrate financial need and/or outstanding scholarship. Application forms required to begin the financial aid process are available from area high schools and the Admissions and Financial Aid Offices at Delta College. Forms for the next academic year (August - May) are available the preceding January. You should obtain the application form and follow the application procedures as early as possible. Also, you may apply over the Internet at <http://www.fafsa.ed.gov>. The entire application process may take from four to six weeks. Applications filed less than two months prior to registration may not be processed in time for registration and may be received too late to be awarded some types of aid.

Application Procedures

1. Complete the Free Application for Federal Student Aid (FAFSA). If you are a returning student, you should complete the Renewal Application mailed to you by the federal government. If you do not receive one by early January, you should complete the FAFSA. Be sure that you indicate Delta's College Code, 002251, in Step Five, on the FAFSA so that we can receive your FAFSA information electronically. When you have read the directions carefully and accurately answered every question, sign the form and follow the mailing instructions. This will generate a Student Aid Report (SAR), which will be sent directly to you.
2. When you receive your SAR, look it over carefully to make sure it is correct, since the information on this SAR will be used to determine your eligibility for the Federal Pell Grant and for most other types of aid. If corrections are needed take the SAR to the Office of Financial Aid so that we can submit the corrections electronically.

Eligibility for Aid

To be eligible for aid you must be a U.S. citizen or permanent resident of the U.S., must not be in default on any student loan and not owe a repayment on any Federal grant. You must, in most cases, enroll and attend at least half-time, maintain satisfactory academic progress as defined by the Delta College Standards of Academic Progress policy, and be enrolled in a program of study leading to a certificate or degree. If you do not have a high school diploma or GED, you must demonstrate your ability to benefit by receiving minimum scores as determined by the U.S. Department of Education on one of the approved tests by the Department. If you do not have a diploma or GED, the ability to benefit applies to you and you should contact the Delta College Assessment/testing Services Office.

Once you have met the eligibility requirements listed above you will be considered for all aid programs administered by Delta. The financial assistance offered to you may include any of the programs listed on the chart on the previous page. You will receive an award letter showing the amounts and types of financial aid available based on full-time attendance. Enrollment at less than 12 credits will reduce your award accordingly.

At full-time enrollment, you may receive a maximum of one-half of the annual Pell Grant for which you are eligible in any one semester. If you do not receive Pell Grant for full-time enrollment for both Fall and Winter Semesters, you may be awarded up to the unused portion of your Pell Grant for the Spring Semester. Other grants, scholarships, and work-study are awarded to Spring Semester applicants as available.

Stafford Loan eligibility is based partly on the anticipated enrollment status of the applicant. If you register at a status below that which was used to determine your eligibility for the loan, your eligibility will have to be recalculated and the approval may have to be cancelled. All Federal Stafford and Parent (PLUS) Loans are disbursed in two payments, with checks co payable to the borrower and the College. The earliest that any disbursement check for a semester is released is after you have completed 30 days of attendance.

Every Stafford Loan borrower must attend an Entrance Loan Information Meeting at Delta College before receiving their first Stafford Loan check.

Rights of Financial Aid Applicants

1. You have the right to know what financial aid programs are available.
2. You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
3. You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
4. You have the right to know how your financial need was determined.
5. You have the right to know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need.
6. You have the right to know how much of your financial need as determined by the institution has been met.
7. You have the right to request an explanation of the various programs in your student aid package.
8. You have the right to know the Delta College refund policy.
9. You have the right to know what portion of the financial aid you received must be repaid, the payback procedures, the length of time you have to repay, and when repayment is to begin.
10. You have the right to know how Delta College determines whether you are making satisfactory academic progress and what happens if you are not.

For an explanation of any of the above rights, please come in to the Office of Financial Aid and see a Financial Aid Representative.

Responsibilities of Financial Aid Applicants

1. You must complete all application forms accurately and submit them on time to the right place.
2. You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.
3. You must return all additional documentation, verification, corrections, and/or new information requested by either the Office of Financial Aid or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
5. You must accept responsibility for all agreements that you sign.
6. You must perform the work that is agreed upon in accepting a Work-Study job.

Financial Aid recipients must meet Standards of Academic Progress to continue to receive aid. See page 95 for Standards of Academic Progress for Financial Aid Recipients.

Veterans/Reservists Information

How many times have you heard someone say, "I wish I had taken advantage of the G.I. Bill while I had the chance." Well, now you have the chance, and with a little help from your fellow veterans, you can put a career in your future.

The Veterans Services Office serves veterans, reservists, and dependents of veterans. We can help you:

- Explore benefits to which you are entitled
- Document your military training for college credit
- Prepare the forms and documentation required by the Department of Veterans Affairs for veterans education benefits
- Assist in upgrading discharge status
- Contact outside agencies for other assistance
- Take advantage of career planning and academic support services

Veterans Education Benefits

Payments are based upon the number of credits in which you are enrolled and the length of the courses. The payment is made directly to you each month by the Department of Veterans Affairs if you maintain satisfactory progress and follow an approved program. **You should be prepared to pay your tuition at the time of registration for academic courses each semester.**

Your Responsibilities

Transfers: You must have your official transcript(s) sent to the Delta College Admissions Office prior to enrollment for credit evaluation.

Certifying: You must certify each semester at the Veterans Services Office. Bring your schedule showing that your tuition and fees have been paid.

Program Choice: You may receive benefits **only for those courses necessary for graduation.** Any deviations from the program guidelines must be discussed with the Veterans Services Office.

Repeated Courses/Audit Grades: You may not receive VA benefit payments for courses in which you previously earned a satisfactory grade. Also, VA benefit payments are not made if you audit courses. Should you take a course under the pass/no credit grade option, the VA will not pay benefits for a "NC" (no credit) grade.

Failing Courses: You are expected to successfully complete all courses in which you enroll. If a failing grade is assigned, **YOU MUST FILL OUT A STATEMENT OF ATTENDANCE FORM.** This form is available at the Veterans Service Office. Failure to provide this statement will result in the College reporting the first day of the semester as the last day of attendance for the course(s). This will result in an overpayment of benefits.

Satisfactory Progress: You must be making satisfactory progress in your program and toward fulfillment of graduation requirements. The policy for Satisfactory Progress is located on page 92 of this catalog.

Dropping Courses: You are expected to file a drop form at the Records and Registration Office as soon as you stop attending class. You **must also notify the Veterans Services Office immediately** upon dropping or withdrawing from classes in order to modify certified credit hour load. It is to your benefit to report mitigating circumstances that have affected attendance in classes.

Attendance Policy: You will be required in the Certificate Program to adhere to the attendance requirements imposed by external regulatory agencies beyond those stipulated by Delta College that are listed on page 90 of this catalog.

Address/Dependent Changes: Notify the Veterans Services Office of any changes in your address or number of dependents.

More About Military Credit

By providing a copy of your DD 214, you may be awarded two lifelong wellness (LW) activity credits and two lifelong wellness theory (LWT) credits as a result of completing basic training.

Additional college credit for military training/experience may also be granted. If you wish to have additional credit, submit copies of certificates and other supporting documents to the Veterans Services Office. The documents will be prepared and submitted to the Records and Registration Office for official evaluation. Written confirmation of credit awarded will be mailed to you.

An Employer's Opinion

"The UAW-GM Legal Services Plan has been very impressed with the qualified candidates Delta College has provided to our office. We will definitely look to Delta College for assistance in fulfilling our future employment needs."

Sue Lemanski, UAW-GM Legal Services Plan, Saginaw

Steps to Success Process

As a new Delta student, your goal and ours is your success. We know through experience that if we can help you get off to a good start, you are more likely to be successful in reaching your goals. The Steps to Success Process is designed to help you get that good start. You only participate in Steps to Success once as a new student.

Step 1: Apply for Admission and Financial Aid

You can obtain an Admission Application from area high schools and agencies, Delta's Centers and our Admissions Office. Be sure to have official copies of your transcripts (high school/college/G.E.D.) sent to the Admissions Office. An Application Fee of \$10 must be submitted with your application.

If you are planning to apply for financial aid and you haven't already completed the federal financial aid form, begin the process **now**. Complete the Free Application for Federal Student Aid (FAFSA), which has no application fee. Be sure that you indicate Delta College's Code, 002251, in Section H, Number 92 on the FAFSA so that we can receive your FAFSA information electronically. Mail your completed FAFSA in the envelope provided to the federal government's Processing Center. You will receive back a Student Aid Report (SAR). Look it over carefully to make sure it is correct. If corrections are needed, bring it to the Office of Financial Aid in the Welcome Center, D-101, so that we can submit the corrections electronically. You also need to complete a Delta College Application for Financial Aid and submit it to the Office of Financial Aid, D-101.

Step 2: Complete Assessment

Assessment is not a test which you pass or fail. It is a process to help us identify your current skill levels in English, reading and math. Your Assessment scores, as well as other skill indicators, will help you and your Delta counselor select the right beginning courses for you. Assessment can be completed by 1) submitting acceptable ACT scores (20 in English and 19 in Math); 2) completing Asset; and 3) completing COMPASS. COMPASS is a computerized assessment available on campus and will take 1-1/2 to 2 hours. Sessions are held both on and off-campus, mornings, afternoons, evenings and occasionally Saturdays. Sessions last two to two and one-half hours.

Step 3: Attend Orientation and Advisement

You will learn more about our programs of study, courses, registration, and services designed for your success. You will meet your advisor, discuss your Assessment results, and receive assistance in making a tentative class schedule. You will receive materials including a catalog and a schedule of academic courses. Orientation and Advisement sessions are offered mornings, afternoons, and evenings.

Step 4: Register and Enroll in Courses

The earlier you complete Steps 1, 2, and 3, the sooner you can register. This means a better selection of courses should be available. At registration, you officially enroll in courses, pay your tuition and fees, receive a copy of your class schedule, and have your college I.D. taken at Campus Police. Purchasing of books can be done in our College Bookstore.

Financial Aid Applicants Note: If you have **received your Award Letter** from Delta's Office of Financial Aid, you may charge your tuition, fees, and books **up to the amount** you were awarded.

Step 5: Successful Completion of Courses

Success is defined by you and there are as many definitions of success as there are Delta students. Completing the courses in which you enroll, however, is a major key to success.

A few common success goals of Delta students include:

- Earning an Associate degree or Certificate
- Updating job skills
- Transferring to a four-year college or university
- Obtaining a new or better job
- Learning for personal enjoyment or enrichment
- Learning a new skill

Exemptions for Assessment and Test Interpretation/Advisement (Steps 2 and 3) will be given only for the following reasons:

- You enrolled at Delta College Fall Semester 1986 or earlier and earned one or more academic credits.
- You earned a minimum score of 20 on the English ACT subtest and a minimum of 19 on the Mathematic ACT subtest. A copy of these scores must be given to the Admissions Office.
- You are enrolling in five or less credits per semester (three or less credits per Spring/Summer Session) excluding **all** English, business communications, business computation, and math courses.
- You have earned an Associate degree or higher from a regionally accredited college. An official copy of your final transcript or diploma must be sent to the Delta College Admissions Office.
- You are a transfer student who has successfully completed English composition and math courses equivalent to Delta College courses ENG 111 or OSE 151, and MTH 100 or higher (with a minimum 2.0 GPA). An official copy of your final college transcript must be sent to the Delta College Admissions Office.
- You are a Guest student from another college. A completed official Guest Application Form is required from your current college or university.
- You plan to enroll solely in an English as a Second Language course. Assessment and Test Interpretation/Advisement (Steps 2 and 3) must be taken upon completion of your ESL course.

Students who have the necessary documentation for exemption should contact the Delta College Admissions Office to request exemption status.

Registration

Registration at Delta generally takes place three times a year, starting in April for the Fall Semester, starting in early November for the Winter Semester, and starting in March for the Spring/Summer Semester.

The Registration Process

Any student - new, returning, readmitted, transfer, and guest - may register by telephone.

- As a new student, you are eligible to complete touch-tone by phone after your orientation session.
- As a returning student you may be given priority to register by telephone according to the number of credits you have completed at Delta (including a maximum of 38 transfer credits).
- If you are designated an official guest or official transfer student by the Admissions Office, you will register by telephone at the time all students can register.

Each semester, open and late registration periods are held on the Campus for any student who has missed the above registration opportunities.

You are expected to register during the official registration periods. You may register after the completion of the official registration periods but before the midpoint of a course with the written permission of the instructor. You may not register past the midpoint for any course. It is College policy that if you have financial obligations to Delta College, you will not be allowed to register until the obligations have been paid or cleared.

For detailed information regarding phone and Campus registration, you should consult the Academic Class Schedule booklet, which is published each semester and available in Records and Registration, Counseling, Admissions, and the Planetarium and Learning Center in Bay City; the Ricker Center, and International Centre in Saginaw; the Midland Center, prior to the start of each registration period.

Cancelled Courses: The College reserves the right to cancel any course which does not have a sufficient enrollment of students to warrant its continuation. You should attempt to add another course or apply for a refund either at registration or at Records and Registration. You may also request a refund by phone or letter to Records and Registration.

Course Schedule Changes: You are expected to complete the courses in which you are registered. If a change is necessary, you must file an add/drop form either at registration or at Records and Registration, or send a letter to Records and Registration requesting the drop or withdrawal. The date this form is processed or the postmark on the envelope is the official add/drop date for the course.

Added Courses: In general, you may add courses through the first five instructional days of a semester or first three instructional days of a 7 1/2 week session. Courses added after these days require written permission of the instructor. You may not register past midpoint of any course.

Student-Initiated Drops: For courses officially dropped within the first 11 calendar days of the course start date, no grade will be reported or recorded on the official College transcript. If the course is officially dropped from the 12th calendar day through mid-course, you will receive a grade of "W."

When an official withdrawal/drop is initiated after mid-course, the grade will be a "WE" (withdrawal failing) or "WP" (passing course work at date of withdrawal/drop). All official withdrawal/drops must be completed prior to the end of the 12th week of 15-week semester courses.

If you do not officially withdraw/drop after mid-course, the instructor will assign an appropriate final letter grade ("A" through "E") in relation to total course requirements achieved.

Instructor-Initiated Drops: An instructor has the option of authorizing a grade of "W" for you if you have missed an excessive number of course hours of instruction or you lack the course prerequisites. This authorization may be initiated through mid-course and reported to Records and Registration.

Upon receipt of an authorization, Records and Registration will notify you in writing of, and the reason for, the drop.

If you wish to appeal an instructor-initiated drop, the contact must be with the course instructor. If necessary, mediation may be requested of the appropriate Division Chair. All appeals must be in writing, signed by you as the person requesting the appeal, and received within one week following notification of the drop.

Withdrawal from College: To completely and officially withdraw (drop all courses), you must complete an add/drop form either at registration or at Records and Registration. Withdrawal may also be requested by mail and the postmark on the envelope will be the official withdrawal date used to determine eligibility for tuition refund and grades.

Course/Credit Load

If you are a full-time student, course load is 12-18 credits in a 15-week semester and 6-9 credits in a 7 1/2-week session. To register for a course load in excess of these limits, you must obtain special permission from a counselor before registration. Approval of an excess course load depends upon your previous academic record.

Tuition and Fees

Tuition and fees must be paid in total at designated times (see Academic Class Schedule booklet) each semester or session, and may be paid by cash, check, Visa or MasterCard, or charged to approved financial aid. Tuition is assessed by credit based on your residency status. The per-credit tuition rate for each semester is published in the Academic Class Schedule booklet and is subject to change without prior notice by action of the Board of Trustees.

Fees are charged for specific courses. Fee information is listed in the Academic Class Schedule booklet and subject to change without prior notice.

If you are a resident of the Delta College district, 60 years of age or older, you may register for courses offered by the College and receive a grant reducing the amount of tuition due by 50%. The grant does not apply to fees (registration, contact hour, high cost, course, etc.), books, supplies, trip costs, or other special fees. The College reserves the right to exempt certain courses or programs from grant eligibility. To be eligible for the Senior Citizen Grant Program, you must have a Delta College identification number. The identification number is issued by the Admissions Office after completing a brief application form, which requires proof of age.

A registration fee of \$24.50 is charged to each academic student once each semester or session. A registration fee of \$7 is charged to each Community Services student once each semester or session. Students registering in both academic and Community Services courses will pay both registration fees once each semester or session.

A late registration fee of \$10 per credit hour is charged to students who register after the 100% refund period of a course.

A multi-registration fee of \$25 is charged to students who register, do not pay by the deadline, and then re-register for a course.

Textbooks and Equipment: You are required to purchase your own textbooks, supplies, personal attire (i.e., lab coats, clinic shoes, etc. as required by courses), special equipment and tools, and attire and equipment for physical education courses. Most of these items may be purchased at the College Bookstore, which is located in the Commons/Food Court area and open during all College registration hours.

"Counselor's Quote"

C. Gary Martinez: Buena Vista High School

"If you want the best beginning in your area of study dollar for dollar, Delta is your best investment."

Refund Policy

You may drop courses by letter or in person. If you drop by letter, the postmark will be considered the drop date. You may also drop by letter if deadlines fall on Saturday or Sunday, when offices are closed.

Tuition and Special Course Fee:

100% refund: from the official start date and through the 7th calendar day* (including Saturday and Sunday).

50% refund: from the 8th through the 11th calendar day* (including Saturday and Sunday) of the official start date of the course.

No refund: after the 11th calendar day (including Saturday and Sunday) of the official start date of the course.

Deadlines may fall on a Saturday or Sunday when offices are closed. Students may drop by letter and the postmark will be considered the drop date.

For courses less than four weeks but more than 2 days:

100% refund: through the first quarter of the total days** of the course.

50% refund: through the second quarter of the total days** of the course.

No refund: after the second quarter of the course.

For one or two day courses:

100% refund: before the start date of the course.

No refund: after course begins.

Courses which have nonrefundable tuition or course fees are noted in the schedule booklet.

Registration Fee

No refund, unless all courses are cancelled by the College.

Offset

During the 12th through the 25th day from the official start date listed in the schedule, students are permitted to offset equal credits and course fees within the same academic discipline (for example, switching from one ENG course to another ENG course, but not from an ENG course to a MTH course) with the written recommendation of their instructors through the add/drop procedure. For credits or fees added in excess of credits dropped, additional tuition and fees must be paid. During this period, grades of "W" will not be assigned to courses dropped through the offset process. Offset cannot be done between sessions (for example, dropping an ENG course during the first 7 1/2 week session and adding an ENG course during the second 7 1/2 week session or dropping a MTH course during the Spring 7 1/2 week session and adding a MTH course during the Summer 7 1/2 week session).

Financial Aid Recipients

For students receiving financial aid, refunds are returned in the following order: to Federal Loan Programs, to Federal Pell Grant, to Federal SEOG, to other Title IV (federal) aid programs, to State of Michigan Programs, and to the student.

Students receiving financial aid who completely withdraw, see the Office of Financial Aid for details of pro rata refund and federal refund policies.

Special Refund Consideration

Such consideration by the Director of Records/Registration is available for drops due to medical reasons or death by submitting a medical statement to the Records & Registration Office through the offset period.

*Calendar day is defined as all the days of the week including Saturday and Sunday.

**Total days is defined as all the days of the course from the start date to the end date listed in the schedule booklet including Saturdays and Sundays.



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PROGRAMS OF STUDY

1. Transfer Programs
2. Transfer Procedures
3. Occupational Articulations/Transfer Agreements
4. University Transfer Programs/Agreements
5. Academic Occupational Programs,
Certificates and Associate Degrees
6. Health Program Procedures
7. Academic Occupational Program Guides
8. Non-Degree Programs and Activities



Delta College
We Are Your Opportunity

**SECTION
III**

Transfer Programs

Code	Program Title	Associate in Arts Degree	Associate in Science Degree
40174	Agriculture		X
40873	Architecture, Pre		X
40382	Art Majors	X	
40797	Aviation, Pre		X
40422	Biology Majors		X
40423	Biotechnology, Pre		X
40180	Business Administration	X	
40464	Chemical Technology		X
40462	Chemistry Majors		X
40144	Computer Information Systems	X	
40410	Computer Science	X	X
40424	Conservation		X
40516	Dentistry, Pre		X
40582	Dietetics, Pre	X	X
40385	Drama	X	
40342	Education, Art	X	
40346	Education, Business	X	
40350	Education, Elementary	X	
40358	Education, industrial Arts	X	
40362	Education, Music	X	
40363	Education, Physical	X	
40364	Education, Pre-School	X	
40366	Education, Secondary	X	X
40368	Education, Special	X	
40816	Engineering, Pre		X
40318	English	X	
40465	Environmental Science, Pre		X
40320	Foreign Language Majors	X	
40426	Forestry		X
40484	Geography	X	X
40472	Geology	X	X
40485	History	X	
40354	Home Economics	X	X
40492	International Studies	X	
40323	Journalism	X	
40729	Law, Pre	X	X
40390	Liberal Arts	X	X
40414	Mathematics		X
40538	Medical Technology, Pre		X
40532	Medicine, Pre		X

Transfer Programs (continued)

Code	Program Title	Associate in Arts Degree	Associate in Science Degree
40430	Mortuary Science, Pre		X
40394	Music Majors	X	
40428	Natural Resources		X
40561	Nursing, Pre (BSN)	X	X
40572	Occupational Therapy, Pre	X	X
40540	Optometry, Pre		X
40542	Osteopathy, Pre		X
40586	Pharmacy, Pre		X
40576	Physical Therapy, Pre		X
40490	Psychology	X	
40774	Social Work	X	
40496	Sociology	X	
40326	Speech	X	
40398	Theater	X	
40432	Veterinary Medicine, Pre		X

Transfer Procedures

“Counselor’s Quote”

Richard Mosier: Western High School

“We are happy to have a school like Delta in our community. With their high academic standards and ease in transferring to a four year institution they are known as an excellent community college. Regardless of their program of choice, students leave Delta College well prepared for their last two years. In 39 years of teaching I’ve found that Delta is a great place all around.”

Transfer Programs

Transfer Mission Statement

To facilitate a seamless transition of students and course credits toward degree completion, Delta College is committed to providing academic programs, support services and formal articulation processes for students transferring to or from other accredited institutions.

Delta College is an excellent choice for students planning to earn a Baccalaureate (Bachelor's) degree. While enrolled at Delta in a transfer degree program, you will enjoy these benefits:

- A Campus that is convenient to your home and job.
- Costs that are well below four-year colleges and universities.
- Classes that are small and interactive.
- Faculty who are sincerely concerned about your success and available to provide individual assistance.
- Personal student services and academic advising that will support your career decision-making and educational needs.
- Transfer courses that are recognized by respected colleges and universities throughout the United States.
- Time to establish firm career goals and adjust to college-level studies.
- Opportunity to refine your academic abilities and improve reading, composition, mathematics and study skills.

Be assured that Delta's Associate in Arts and Associate in Science Degree Programs provide you with a solid academic foundation required for success at your chosen four-year college or university.

Basically, Delta College provides the first half (freshman and sophomore years) of most Baccalaureate degree programs. After completing your Associate in Arts or Associate in Science Degree at Delta College, you will in most cases be qualified to transfer to complete the second half (junior and senior years) of the Baccalaureate degree if you have planned carefully, followed the academic advising provided by Delta counselors/advisors, and successfully completed the required courses at the minimum grade level stated by the four-year college or university. It is particularly important for you, as a transfer student, to choose your four-year school in your freshman year because the preparation needed at Delta College to enter one transfer college may be different from the preparation and admission requirements at another school. Professional counselors are available at Delta College to assist you in choosing your college or university and in planning your transfer program to fit that school.

Detailed program guidesheets, listing suggested Delta courses and providing career information and admission specifics, are available from the Counseling Center. Other transfer programs can be individually developed with a Delta counselor. Also, with the addition of some courses, almost any Delta College Occupational Associate in Business Studies Degree or Associate in Applied Science Degree may be utilized in part toward fulfilling a portion of a Baccalaureate degree. Transferability of these occupational programs and courses depends primarily upon the major area of study in the Baccalaureate degree and the senior college of choice.

MACRAO Articulation Agreement with Senior Colleges

The Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Articulation Agreement was established to improve transfer student articulation between two-year and four-year colleges and universities in Michigan. Delta College is a participant in this MACRAO Agreement with the following four-year institutions:

- | | |
|-------------------------------|-------------------------------------|
| * Adrian College | * Kalamazoo College |
| Albion College | * Lake Superior State University |
| * Alma College | * Lawrence Technological University |
| Aquinas College | * Madonna College |
| Baker College | * Michigan State University |
| Calvin College | * Michigan Technological University |
| Central Michigan University | Northern Michigan University |
| * Cleary College | Northwood University |
| Detroit College of Business | * Oakland University |
| Eastern Michigan University | Olivet College |
| Ferris State University | Saginaw Valley State University |
| * Kettering University (GMI) | * Siena Heights College |
| Grand Valley State University | * Spring Arbor College |
| * Hope College | * Western Michigan University |

* Indicates four-year colleges and universities which have attached provisions to their Agreements. Usually these can be satisfied after transferring. These provisions can be obtained from the four-year institution.

This Agreement provides that if you complete either the Associate in Arts Degree or the Associate in Science Degree, or all of the following requirements at Delta College and are accepted as a transfer student by one of the above schools, you will have satisfied the basic general education requirements of that school. The MACRAO Articulation Agreement does not guarantee admission into a particular college or into any particular program at that college. This Agreement applies to basic studies/general education and does not exempt the transferring student from meeting specific requirements for a particular program or program of study; i.e., education, engineering, business, social work. **Acceptable courses are specified under the Associate in Arts and Associate in Science Degree Requirements on page 97.** The specific requirements of the MACRAO Agreement are:

- | | |
|--|--------------------|
| 1. English Composition | 6 Semester Credits |
| 2. Humanities
(in at least two subject areas) | 8 Semester Credits |
| 3. Social Sciences
(in at least two subject areas) | 8 Semester Credits |
| 4. Natural Sciences
(in at least two subject areas; must include at least one lab course) | 8 Semester Credits |

Transcripts of Associate in Arts or Associate in Science Degree graduates will automatically indicate that MACRAO Agreement requirements were fulfilled. Non-graduates must request the Records and Registration Office to have the MACRAO Agreement put on their official transcripts if requirements were fulfilled.

Transferability of Delta Courses

Based upon information provided to Delta College from the major public Michigan four-year universities and Northwood University, Delta's counseling staff has developed a composite listing that provides specific course equivalency information about how Delta College courses will transfer. The transferability of courses between colleges depends basically upon:

1. The school into which you transfer.
2. Your program of study (program, or more specifically, the major and/or major and minors you are seeking).
3. The grade you receive in the course. In general, a C or better is necessary; a B in "major" courses.
4. Whether or not the transfer college has an equivalent (same) course and if so, the number of credits acceptable for their course.
5. The level of the course. For example, an intermediate algebra course may be acceptable for one program, but not for others that require higher levels of mathematics.

Delta College has liaison relationships with many four-year colleges and universities regarding their transfer requirements and program recommendations; however, if you wish to transfer credits from Delta to another school, it is **your** responsibility to be aware of that institution's transfer policies and program requirements.

There is a limit to the number of credits you may transfer into a four-year college or university. Generally, this is 62 credits or half the total number of credits required for the Baccalaureate degree.

You can review in the Counseling Center a printed copy of how your Delta courses should be accepted at the college into which you are transferring. Michigan universities for which transfer course information is available are: Central Michigan University, Eastern Michigan University, Ferris State University, Grand Valley State University, Lake Superior State University, Michigan State University, Michigan Technological University, Northern Michigan University, Northwood University, Oakland University, Saginaw Valley State University, University of Michigan-Ann Arbor, University of Michigan-Flint, and Western Michigan University. In addition, check out this information on Delta's homepage at <<http://www.delta.edu/~guides>>.

You should maintain close contact with your counselor for all possible assistance in registering for the proper courses and maintaining the necessary level of academic performance. While Delta College will make every effort to give proper guidance, you are responsible for your own choices and for developing your own educational plan.

Transfer Procedures

Evaluating Colleges

Transferring from one college to another is very common, but to make it a positive experience, you are encouraged to investigate four-year colleges and universities and their degree requirements; plan ahead; and work closely with your Delta College counselor, especially in selecting the correct courses for your transfer program. Discussed below are several important things to think about as you start evaluating various colleges and universities. You may investigate colleges at <<http://www.collegenet.com>> on the Internet.

The **academic climate** of the institution should definitely be explored. Compare your background and abilities with those of the present students at that particular college or university. The transfer institution's admissions staff and your Delta counselor can be very helpful in this regard. They are aware of the institution's selection criteria and how well previous Delta graduates have done. You should read carefully each institution's statement on admissions requirements to be certain you can meet them.

The **program offerings** of the various institutions need to be considered in your decision-making process. If you are interested in a specific field of study, you should look first at colleges and universities offering recognized and accredited programs in that area. Not all schools offer the same programs of study.

There are **non-academic factors** to consider also in making your college or university choice. How large is the student body? Is campus housing available? What is the nature of the community in which the school is located and how far is it from home? Does the institution provide the environment and opportunity for the types of extracurricular activities that you enjoy (e.g., sports, arts, student government)? Where and what types of jobs are their graduates getting and what type of placement services do they provide? Be sure to get answers to questions like these through visits to the campus, by looking at the catalog, on the school's homepage on the internet, or by talking to current students at the school. This information can help you choose an institution that fits your personal interests.

Your investigation should also include a thorough review of the **cost** of the college or university being considered. Usually the basic educational expenses of the institutions for an academic year can be determined from their current catalog. Then add on amounts for such items as personal expenses and room and board to come to a total that will realistically reflect your overall costs.

Last, but certainly not least, are the respective **application procedures for admission and financial aid**. You must submit all required admissions forms correctly and on time if you expect full consideration. You must also submit all financial aid forms correctly and on time. The schools often make their decisions about admission and financial aid soon after the deadline. They must decide on the basis of the material that they have in hand, so it is to your advantage to be prompt and accurate. All Michigan four-year institutions charge an admissions application fee and all have specific deadline dates by which your application and other necessary credentials (required test scores, high school and college transcripts) must be received.

"Counselor's Quote"

Allan Thiel: John Glenn High School

"The combination of vocational programs with an excellent transfer program makes me very willing to recommend Delta to students."

Transfer Degree Requirements

Each institution of higher education has its own requirements for admission, majors, general education, and so on. These requirements are stated in the college's official catalog or bulletin. Usually credits are defined as semester hours but some colleges and universities use the term or quarter hour system. To earn a Bachelor's degree, you will generally be required to fulfill the following:

- **General Education requirements.** Minimum number of credits earned in each of certain broad groups of courses, such as the humanities, the social sciences, the physical or natural sciences, and mathematics. Some institutions refer to these as distribution or core requirements.
- **Level requirements.** Minimum number of credits earned in courses on such levels as introductory, intermediate, and advanced, or in specific numbered levels of courses such as 300 and 400, commonly referred to as junior and senior-level courses.
- **Major or concentration requirements.** Minimum number of credits earned in a subject area of specialization (i.e., English, chemistry, business administration) for the degree. About one-fourth of the total number of credits required for a degree must be in the major or field of concentration.
- **Minor requirements.** Minimum number of credits earned in a second subject of concentration/specialization. Generally the number of credits required is about half to two-thirds required for a major. Not all degrees require you to declare a minor.
- **Residence requirements.** Minimum number of credits earned in attendance at the institution which is granting the degree (as opposed to transfer credits earned at another school). This is not to be confused with residency which refers to where one lives.
- **Elective requirements.** Minimum number of credits earned in optional courses that the student chooses.
- **Grade requirements.** Minimum cumulative grade point average of grades earned in all courses taken and often, in all courses taken in the major and/or minor. Some colleges and universities also require a minimum grade in specific courses.
- **Specific subject requirements.** Examples include: freshman-level English composition; two or more courses in physical education; two years of foreign language courses or a minimum level of proficiency in a foreign language as demonstrated on a specified examination; and computer literacy.
- **Credit requirements.** Minimum number of credits, typically 124 to 130 semester credits for a Bachelor's degree.

Transfer Procedures Checklist

It is important that you select, as early as possible, the institution to which you plan to transfer because schools differ markedly as to curricula offered and their corresponding requirements. If you plan to attend another college or university after the completion of your sophomore year at Delta College, you should:

- Seek academic advising from a Delta counselor so you will enroll in courses that best fit your needs, achievement level, program, and transfer institution requirements.
- Obtain a transfer college/university guidesheet and a program guidesheet from Delta's Counseling Center. Together, these two guidesheets will provide most of the basic information you will need to make the best decisions about both your career choice and transfer school.
- Check out the college or university's homepage on the internet. To see if they have one check <<http://www.collegenet.com>> and search that website.
- Visit transfer school campuses and make a list of questions in advance to use when you visit their Admissions Offices or other departments. Schedule appointments in advance if you would like a campus tour, want to visit a residence hall, or want to talk with specific personnel.
- Apply for transfer admission well in advance (almost a year) of the anticipated date of transfer. Admission application forms for most Michigan public and some Michigan private senior institutions are available in Delta's Counseling Center.
- Review the official catalog of your transfer college/university of choice. Current Michigan catalogs of many institutions are available for use in the Delta Counseling Center.
- If you served in the military, obtain and send an official copy of your record (DD214 form).
- Confer with transfer institutions admissions personnel who visit Delta annually (some twice a year). Times, dates, and places are posted in the glass case near the Counseling Center entrance and announcements regarding these visits are printed in the weekly Bulletin.
- Request that each college or university you have attended send an official transcript of your courses and grades. Schools usually charge a small fee and you must request these transcripts yourself, in person or in writing, since your signature must be provided. Transcripts will only be acceptable if they are mailed directly by the school and if they have the official seal/signature. Delta transcripts are requested from the Records and Registration Office.
- If required, copies of appropriate test scores (usually ACT or SAT scores) and your high school transcript should be sent. Usually this is only required if you have completed less than 24 to 30 transferable credits. This information is usually detailed in the transfer admission application directions.
- Complete the appropriate financial aid application materials early if you plan to apply for grants, loans, or scholarships. You must also request that each previous institution attended mail a financial aid transcript regardless of whether or not you ever applied for financial aid from that school. These financial aid transcripts are **not** the same as your academic transcript which contains courses and grades. They are requested from financial aid offices and there is no charge.

Occupational Articulations/Transfer Agreements

The following Delta College OCCUPATIONAL programs are fully articulated with baccalaureate programs at many colleges and universities. This means that the Delta College graduates will be accorded full junior standing at those colleges and universities. See our web page for more information: <http://www.delta.edu/~artic>.

Delta College Program (Code)	University - Program (Degree)
Accounting (10172)	Ferris State - Accounting (BS) Northwood - Accounting (BBA) *GSU, OU, SAC, SVSU, UM-F
Architectural Technology (15872)	Ferris State - Construction Management (BS) - Facilities Management (BS) *GSU, OU, NU, SAC, SVSU, UM-F
Automotive Service Technology (15844)	Ferris State - Automotive and Heavy Equipment Management (BS) - Education (BS) *GSU, OU, NU, SAC, UM-F
Aviation Flight Technology (25795)	Ferris State - Education (BS) *GSU, OU, NU, SAC, UM-F
Broadcasting & Telecommunications (TV - 15315) (Radio - 15314)	Ferris State - Education (BS) - Television Production (BS) *GSU, OU, NU, SAC, SVSU, UM-F
Chemical Technology (15464)	Saginaw Valley State - Chemistry (BS) *GSU, OU, NU, SAC, UM-F
Child Development (25762)	Ferris State - Education (BS) *GSU, OU, NU, SAC, SVSU, UM-F
Clothing Specialist (10204)	*GSU, OU, NU, SAC, SVSU, UM-F
Computer Science & Information Technology (Accounting - 10133) (Application Specialist - 10135) (Programming - 10137)	Ferris State - Computer Information Systems (BS) Northwood University - Computer Science/Management (BBA) Saginaw Valley State - Computer Information Systems (BS) (Only Programming) *GSU, OU, SAC, SVSU, UM-F
Computer Marketing (10140)	*GSU, OU, NU, SAC, UM-F
Computer Numerical Control Technology (15862)	Ferris State - Manufacturing Engineering Tech. (BS) *GSU, OU, NU, SAC, UM-F
Construction Management (15875)	Ferris State - Construction Management (BS) *GSU, OU, NU, SAC, UM-F
Criminal Justice (Basic Police Training - 25725) (Corrections - 25726) (Law Enforcement - 25727)	Concordia - Criminal Justice (BA) Ferris State - Education (BS) Saginaw Valley State - Criminal Justice (BA) (only Law Enforcement) *GSU, OU, NU, SAC, UM-F
Dental Assisting (20510)	Ferris State - Education (BS) *GSU, OU, NU, SAC, SVSU, UM-F
Dental Hygiene (20514)	Ferris State - Education (BS) *GSU, OU, NU, SAC, SVSU, UM-F
Environmental Technology (15466)	Ferris State - Industrial & Environmental Health Management (BS) - Education (BS) *GSU, OU, NU, SAC, UM-F

***Note: See page 29 for more information about articulation with these colleges/universities:**

GSU - Governors State University (BOG, BA)
NU - Northwood University (BBA)
SVSU - Saginaw Valley State University (BAS)

OU - Oakland University (BGS)
SAC - Spring Arbor College (BA)
UM-F - University of Michigan - Flint (BAS)

Delta College Program (Code)	University - Program (Degree)
Fashion Merchandising (10212)	Northwood University - Fashion Marketing/Management - dual major (BBA) *GSU, OU, NU, SAC, SVSU, UM-F
Financial Institutional Management (Credit Union - 10244) (Banking - 10242)	*GSU, OU, NU, SAC, SVSU, UM-F
Fire Science (25731-25736)	Northwood University - Management/Fire Science (BBA) *GSU, OU, SAC, UM-F
Graphic Arts Technology (15866 - Design) (15867 - Printing)	Ferris State - Education (BS) - Printing Management (BS) *GSU, OU, NU, SAC, SVSU, UM-F
Human Services Technician (25772)	Ferris State - Human Services Technician (BS) *GSU, OU, NU, SAC, UM-F
Industrial Supervision (15879)	*GSU, OU, NU, SAC, SVSU, UM-F
Interior Design (10216)	*GSU, OU, NU, SAC, SVSU, UM-F
Legal Support Professional (10282)	*GSU, OU, NU, SAC, SVSU, UM-F
Machine Tool Operations (15883)	Ferris State - Manufacturing Engineering Tech (BS) *GSU, OU, NU, SAC, SVSU, UM-F
Management (10254 - General) (10262 - Small Business) (10260 - Retail) (10256 - Marketing)	Ferris State - Business Administration (BS) - Retailing (BS) - Marketing (BS) Northwood University - Management (BBA) - Marketing & Management-dual major (BBA) *GSU, OU, NU, SAC, SVSU, UM-F
Mechanical Design Technology (15820)	Ferris State - Education (BS) - Manufacturing Engineering Tech (BS) - Product Design Engineering Tech (BS) Wayne State - Electromechanical Engineering Tech (BSET) *GSU, OU, NU, SAC, SVSU, UM-F
Mechanical Engineering Technology (15822)	Central Michigan - Mechanical Engineering Technology (BS) Ferris State - Manufacturing Engineering Tech (BS) - Product Design Engineering Tech (BS) Wayne State - Electromechanical Engineering Tech (BSET) *GSU, OU, NU, SAC, SVSU, UM-F
Medical Assisting (20533)	Ferris State - Education (BS) - Health Care Systems Administration (BS) *GSU, OU, NU, SAC, SVSU, UM-F
Medical Secretary (10288)	Ferris State - Education (BS) - Health Care Systems Administration (BS) *GSU, OU, NU, SAC, SVSU, UM-F
Nursing (20560)	Ferris State - Nursing (BSN) - Education (BS) Saginaw Valley State - Nursing (BSN) *GSU, OU, NU, SAC, UM-F (BSN)
Office Professions (Administrative Assistant - 10296)	*GSU, OU, NU, SAC, SVSU, UM-F
<p>*Note: See page 29 for more information about articulation with these colleges/universities:</p> <div> <div>GSU - Governors State University (BOG, BA)</div> <div>OU - Oakland University (BGS)</div> <div>NU - Northwood University (BBA)</div> <div>SAC - Spring Arbor College (BA)</div> <div>SVSU - Saginaw Valley State University (BAS)</div> <div>UM-F - University of Michigan - Flint (BAS)</div> </div>	

Delta College Program (Code)	University - Program (Degree)
Paramedic (20585)	*GSU, OU, NU, SAC, UM-F
Physical Therapist Assistant (20574)	Ferris State - Health Care Systems Admin (BS) - Education (BS) *GSU, OU, NU, SAC, SVSU, UM-F
Radiography (20544)	Ferris State - Health Care Systems Admin (BS) - Education (BS) *GSU, OU, NU, SAC, SVSU, UM-F
Real Estate (10185)	*GSU, OU, NU, SAC, UM-F
Residential Construction (15887)	Ferris State - Education (BS) *GSU, OU, NU, SAC, UM-F
Respiratory Care (20577)	Ferris State - Education (BS) *GSU, OU, NU, SAC, SVSU, UM-F
Skilled Trades (60891)	*GSU, OU, NU, SAC, UM-F
Surgical Technology (20548)	Ferris State - Education (BS) *GSU, OU, NU, SAC, SVSU, UM-F
Water Environment Technology (15827)	Ferris State - Education (BS) - Industrial Environment (BS) - Hazardous Waste Management (BS) - Health Management (BS) *GSU, OU, NU, SAC, SVSU, UM-F
Welding Engineering Technology (60897)	Ferris State - Education (BS) - Manufacturing Engineering Technology (BS) - Welding Engineering *GSU, OU, NU, SAC, UM-F
*Note: See below for more information about articulation with these colleges/universities: GSU - Governors State University (BOG, BA) OU - Oakland University (BGS) NU - Northwood University (BBA) SAC - Spring Arbor College (BA) SVSU - Saginaw Valley State University (BAS) UM-F - University of Michigan - Flint (BAS)	

Going the Distance

(CMU) Central Michigan University - With the Delta Associate Degree in Arts, Going the Distance (GTD) is a project between Delta and CMU where the delivery of the degree programs are entirely through distance learning. These learning experiences shall include Learning Packages, Independent Study, Telecourses, Online courses and other appropriate forms of distance delivery.

(GSU) Governors State University - A senior-level university offers Delta College students a Board of Governors Bachelor of Arts Degree. Adult learners have the freedom to design their own degree program and take courses that fit their career goals and personal interests. Students may transfer up to 80 credit hours from Delta. To complete the bachelor degree a minimum of 40 upper-division semester hours must be taken from any four-year university, and 15 semester credit hours must be completed from GSU and may be distance learning courses.

(OU) Oakland University - The two+two program provides for transfer of up to 62 credits. Students with an associate degree in any area except nursing may qualify for a Bachelor of General Studies Degree at Oakland University.

(NU) Northwood University - This university will accept any associate degree from Delta College and apply the credits to either a two + two or three + one program for Business Administration with a major in management.

(SVSU) Saginaw Valley State University - Specific technical associate degree programs at Delta College will transfer and apply to a Bachelor of Applied Studies degree. Additional basics and a minor are required to complete the bachelor degree.

(SAC) Spring Arbor College - A maximum of 84 credit hours may be transferred from Delta College and applied toward a Bachelor of Arts degree. Three majors are available: Family Life Education, Management and Health Services, and Management of Organizational Development. Classes are offered in the tri-county area for the Management and Organizational Development program and can be completed in fourteen months by taking evening classes.

(UM-F) University of Michigan - Flint - Technical associate degree programs at Delta College will transfer to the University of Michigan - Flint and will apply toward a Bachelor of Applied Science degree program.

University Transfer Programs / Agreements

Transfer programs of study are designed to have students earn at least 62 credits at Delta College then transfer to a four-year college or university. Program of study guide sheets that outline the required or recommended courses are available in the Delta College Counseling Center. If you complete either the Associate in Arts Degree or the Associate in Science Degree, you will have completed the MACRAO requirements for transferability to most all universities. Additional transfer program information is available on our web site at <http://www.delta.edu/~artic>. The universities below have signed an articulation agreement with Delta College to guarantee a smooth transition.

Delta College Program (Code)	University - Program (Degree)
Biotechnology, Pre (40423)	Ferris State - Biotechnology (BS)
Business Administration (40180)	Central Michigan - All Business Majors (BBA) Ferris State - All Business Majors (BBA) Kettering (GMI) - Management (BS) Northwood University - All Business Majors (BBA) Oakland University - All Business Majors (BBA) Saginaw Valley State - All Business Majors (BBA)
Chemistry (40462)	Ferris State - Education (BS) Kettering (GMI) - Chemistry (BS)
Computer Science (40410)	Saginaw Valley State - Computer Science (BS)
Elementary Education (40350)	Oakland University - Elementary Education (BS) Saginaw Valley State - Elementary Education (BA)
Medical Technology, Pre (40538)	Ferris State - Education (BS)
Secondary Education (40366)	Oakland University - Secondary Education (BS)
Engineering, Pre (40816)	Ferris State - Survey Engineering (BS) Kettering (GMI) - Electrical, Computer, Industrial, Manufacturing Systems, Mechanical, Management and Chemistry (BS) Oakland University - Engineering (BS) Saginaw Valley State - Electrical Engineering (BS) - Mechanical Engineering (BS)
Optometry, Pre (40540)	Ferris State - Optometry (OD)
Pharmacy, Pre (40586)	Ferris State - Pharmacy (BS)
Liberal Arts (Physics/Chemistry) (40390)	Oakland University - Health & Safety (BS)
Liberal Arts (Political Science/Econ) (40390)	University of Michigan - Flint - Masters in Public Administration (MPA)
Mathematics Education (40414)	Ferris State - Education (BS)

Academic Occupational Programs

	Program Code	Associate in Business Studies	Associate in Applied Science	Certificate	Page Number
Accounting	10172	X			34
Architectural Technology	15872		X		35
Automotive Service Educational Program (GM)	60842		X		35
Automotive Service Technology	15844/35845		X	X	36
Aviation Flight Technology	25795/35796		X	X	37
Broadcasting & Telecommunications:					
Radio	15314		X		38
Television	15315		X		38
Chemical Process Technology	35835			X	39
Chemical Technology	15464		X		40
Child Development:					
Child Development	25762/35763		X	X	41
Teacher Assistant	25364/35364		X	X	41
Clothing Specialist	10204/35205	X		X	42
Computer Aided Drafting	35865			X	42
Computer Marketing	10140/35141	X		X	43
Computer Numerical Control Technology	15862/35863		X	X	44
Computer Science & Information Technology:					
Accounting	10133	X			45
Computer Application Specialist	10135/35136	X		X	45
Programming	10137	X			45
Construction Management	15875		X		46
Criminal Justice:					
Basic Police Training Certification Track	25725		X		47
Corrections	25726		X		47
Law Enforcement	25727		X		47
Custom Tailoring and Alterations	35207			X	48
Dental Assisting	20510/35512		X	X	49
Dental Assisting CDA/RDA Transition Track	35513			X	50
Dental Hygiene	20514		X		51
Dual Degrees (Business & Health):					
Automotive Service Technology	30844	X	X		52
Dental Assisting/General Management	30518	X	X		52
Dental Hygiene/General Management	30519	X	X		52
Health Care Services/Paramedic	30585	X	X		52
Nursing/General Management	30569	X	X		52
Physical Therapist Asst/General Management	30575	X	X		52
Radiography/General Management	30546	X	X		52
Respiratory Care/General Management	30578	X	X		52
Surgical Technology/General Management	30550	X	X		52
Environmental Technology	15466/35467		X	X	54
Fashion Merchandising	10212	X			55
Financial Institutional Management:					
Banking Management	10242/35242	X		X	55
Credit Union Management	10244	X			55
Fire Science:					
Fire Fighter Technician	25736		X		56
Fire Investigation/Prevention	25734		X		56
Fire Science Technology	25731		X		56
EMT	25732		X		56
Industrial/Commercial Security & Safety	25733		X		56
Leadership & Training	25735		X		56
Graphic Arts Technology:					
Design Option	15866/35869		X	X	58
Printing Option	15867/35868		X	X	58
Human Services Technician	25722		X		59
Industrial Supervision	15879/35880		X	X	59
Interior Design	10216	X			60
International Studies	35493			X	61
Legal Support Professional	10282/35283	X		X	62
Machine Tool Operations:					
Industrial Supervision	15881		X		63
Machine Tool Operations	15883/35885		X	X	63
Management:					
Cosmetology	10251	X			64
General Management	10254	X			64
Marketing Management	10256	X			64

Academic Occupational Programs

	Program Code	Associate in Business Studies	Associate in Applied Science	Certificate	Page Number
Office Services Management	10258	X			64
Retail Management	10260	X			64
Small Business Management	10262/35263	X		X	64
Management/Subsequent Degrees					
Business Management	10255	X			66
Northwood 3 + 1	85005	X			66
Mechanical Design Technology	15820		X		67
Mechanical Engineering Technology	15822		X		67
Medical Assisting	20533		X		68
Medical Secretary	10288	X			68
Nursing	20560		X		69
Nursing (Transition)	20568		X		70
Office Professions:					
Administrative Assistant	10296	X			71
Office Assistant	35291			X	71
Office Specialist	35292			X	71
Paramedic	20585		X		72
Physical Therapist Assistant	20574		X		73
Practical Nurse (PN)	35563			X	74
Quality Systems - Industrial Supervision	35880			X	66
Radiography	20544		X		75
Real Estate	10185	X			76
Refrigeration/Heating/Air Conditioning Technology	35888			X	76
Residential Construction	15887/35889		X	X	77
Respiratory Care	20577		X		78
Skilled Trades	60891		X		79
Surgical Technology	20548/35547		X	X	82
Water Environmental Technology	15827		X		83
Welding Engineering Technology	60897		X		83
Welding Technology	35899			X	83

Many courses in these Programs have prerequisites. See Section VI, Course Descriptions for prerequisite information.

Academic Occupational Programs Certificates and Associate Degrees

Many educational programs offered at Delta College are designed to prepare you for immediate employment in the job market. These occupational curricula provide you with the necessary skills and knowledge required for entry-level positions in career fields. In addition, most programs are diversified sufficiently to create some social and economic awareness. Attending full-time, you can complete most Certificate programs in one year and the majority of Associate degree programs in two years.

Most occupational programs are not specifically designed for transfer purposes to Baccalaureate degree-granting institutions. Transfer of all credits earned should not be expected.

In some programs, credits earned in an occupational program may be transferable into a Baccalaureate degree program at a four-year college or university; however, these programs are not designed specifically to parallel the first two years of university study. You should consult with your Delta counselor and the Admissions Office of the college or university into which you wish to transfer.

Terms Used in this Section

Certificate Option: A Certificate is awarded for the completion of various one-year occupational/technical curricula. Most Certificates prepare you for specific jobs or aspects of a job. Some Certificates are part of an Associate degree program, in which case the credit earned in the Certificate may be used toward the Associate degree.

Applied Associate Degree: The degree is broader in scope than the Certificate and includes a varying number of General Education and support courses.

Suggested Sequence: The order in which you should take your courses is suggested so that they will be of the most benefit to you. The sequence is indicated by blank and black boxes following each course title required for that program. You are responsible for checking course prerequisites prior to enrollment. In most cases the sequential arrangement is not mandatory. If it does not fit your needs, see your counselor or program coordinator.

Electives: These are courses applicable toward a degree or Certificate which may be chosen to meet your individual interests and needs.

Health Program Procedures

Clinical Application and Validation

1. Complete **all** prerequisite courses as specified in this catalog. This means transfer credit, waivers, and incomplete course work ("I" grades) must be posted on your transcript **prior** to application for validation.
2. Obtain from Records and Registration or Counseling the Validation Application for Health Clinical Programs Form. **You may be validated and eligible for one program only.**
3. Complete the Validation Application Form and **submit the completed Form to the Records and Registration Office.** These Forms may be submitted from mid-term to the end of the semester in which you will complete your prerequisites.
4. Records and Registration Office personnel will accept and date your completed Validation Application Form.
5. Validation Application Forms will be validated **only** by Records and Registration Office staff and processed no later than 30 days after the application deadline.
 - a. Qualified students will be assigned a semester and year of validation which will be entered into the student's computer record (e.g., F93 or W94 or S94).
 - b. Nonqualified students must submit another Validation Application Form **after successfully completing** all require prerequisites and other qualifications.
6. The semester and year of validation will be valid for three years if renewed each year with the Application for Continuation Form. A form will be mailed to your address on file with Records and Registration. After that time, a new Validation Application must be submitted prior to attempting to register for the clinical sequence. You must have successfully completed all prerequisites/qualifications required at the time the new Application is submitted. Should you not register within the three-year period, it may be necessary to retake some prerequisite courses.

Note: Delta College reserves the right to modify validation and registration procedures for programs with low numbers of validated students at the end of the Winter Semester.

Clinical Registration - First Semester

1. A special telephone registration will be held for first semester clinical courses in the Health and Nursing Programs. Check each semester's Academic Class Schedule booklet for the special phone-in registration dates, times, and offerings. Special registrations are usually held May/June for Fall semester, November for Winter semester, and March for Spring/Summer semester. Other than Nursing, all health programs normally start in the Fall semester only.
2. Special phone registration will specify your registration priority according to program **and** semester and year of validation. The registration must be certified before students are officially registered. Once the clinical courses are full, an alternate list of qualified students will be developed to include those students who phoned in when specified.

Note: The alternate list is valid only for the semester. The registration alternate list will not be carried over to the next registration.
3. After completion of the special telephone registration, registered students will be required to attend clinical orientation sessions. Alternates may be invited to these sessions. Dates and times for orientations are listed in the Academic Class Schedule booklet.
4. Students not making payment by the due date (same as the first due date specified in the Academic Class Schedule booklet for all other students participating in phone registration) or voluntarily cancelling will be deleted from courses.
5. Open positions that result from the above deletions or cancellations in first semester clinical courses will be filled by students on the registration alternate list. Students who drop after the first week of classes will lose their validation and must resubmit a new Validation Application Form. Students will retain their validation through the first week of classes and may not validate for another program during this time.
6. Students are responsible for completing all clinical courses and requirements in effect on the day the clinical sequence begins.

Note: Individual faculty cannot add to published course capacity by accepting first-time enrolled students as overloads. Repeat students will be admitted in compliance with program re-entry procedures.

An Employer's Opinion

"We have hired several Delta students over the past few years. The Placement Office at Delta is professional and extremely easy to work with. Often, we have several candidates within a few days after contacting the Placement Office."

Jackie Bertsch, Human Resource Coordinator • Wade-Trim, Inc. • Bay City

Academic Occupational Program Guides

ACCOUNTING

Associate in Business Studies Degree

As a graduate of Delta's Accounting associate degree program, you will have the skills to be an accounting assistant. Complexity of the work will vary with the size and volume of the employee's activities and the firm's procedures. Most starting jobs will involve tasks such as: keeping records of day-to-day business transactions; making entries in account ledgers; monitoring cash receipts and disbursements; processing appropriate budgetary costing procedures; and preparing materials needed for financial reports. As you gain experience, you may assume more accounting responsibilities which could involve analyzing financial reports and advising management.

	Suggested Sequence	Sem Hrs
General Education Courses		
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
POL 103 Introduction to American Government	■ ■ ■ ■	3
PSY 101 Applied Psychology OR		
SPH 112 Fundamentals of Oral Communication OR		
SPH 114 Interpersonal Communications	■ ■ ■ ■	3
--- --- General Electives	■ ■ ■ ■	5/6
SUBTOTAL		13/14

Business Courses

*ACC 211 Principles of Accounting I	■ □ □ □	4
*ACC 212 Principles of Accounting II	□ ■ □ □	4
*ACC 214 Microcomputer Accounting Applications	□ ■ □ □	4
*ACC 215 Federal Tax Accounting OR		
ACC 115 Applied Tax - H & R Block	□ □ ■ ■	3/5
*ACC 223 Accounting Practices/Working Capital	□ □ ■ ■	4
*ACC 224 Accounting Practices/Long Term	□ □ ■ ■	4
*ACC 233 Cost Accounting	□ □ ■ ■	3
*CST 133 Intro to Computer Information Technology	■ □ □ □	4
ECN 221 Principles of Economics I	□ ■ ■ ■	4
GB 153 Introduction to Business	■ ■ □ □	3
GB 251 Business Law I	□ ■ ■ ■	3
*OSE 151 Business Communications I	■ □ □ □	3
*OSE 152 Business Communications II	□ ■ □ □	3
OSE 170 Keyboarding	■ □ □ □	2
SUBTOTAL		48/50

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 62

NOTATIONS:

* A "C" (2.0) minimum grade is required in each asterisked course.

1. ACC 211 prerequisite: one year of high school algebra, MTH 097, or an acceptable score on the College's current assessment instrument.
2. Proficiency examinations are available for OSE 170. Typewriting may be waived and another course substituted.
3. If you are planning to transfer to Northwood University you should select ACC 227 and ACC 228, instead of ACC 223 and 224. Northwood does not accept ACC 115.
4. The above program is primarily intended to prepare you for a career upon graduation from Delta College. If you plan to transfer to a four-year college, you should use a Business Administration program guidesheet and consult a counselor.
5. See page 96 for graduation requirements.
6. Delta College reserves the right to modify program requirements.
7. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.



for specific jobs or aspects of a job. Some Certificates are part of an Associate Degree program, in which case the credit earned in the Certificate may be used toward the Associate Degree.

Applied Associate Degree: The degree is broader in scope than the

ARCHITECTURAL TECHNOLOGY

Associate in Applied Science Degree

As an Architectural Technician, you may assist licensed architects, construction engineers, urban planners and other design personnel in most phases of the development of a building or site projects. This program has an emphasis on job entry skill development for employment in occupations such as: draftsman for installation and shop drawings; building appraiser for financial institutions or real estate firms; estimator or supervisor for contractors; inspector for government agencies.

		Suggested Sequence	Sem Hrs
General Education Courses			
ART 111	Drawing I	■ □ □ □	3
2 ART 251	History of Architecture OR		
ART 252	History of American Architecture	□ ■ □ □	2
ENG 111	College Composition I	■ □ □ □	3
ENG 112	College Composition II OR		
ENG 113	Technical Communications	□ ■ □ □	3
LW ---	Lifelong Wellness Elective	■ ■ ■ ■	1
LW ---	Lifelong Wellness Elective	■ ■ ■ ■	1
MTH ---	Mathematics Elective	■ ■ □ □	3/4
POL 103	Introduction to American Government	■ ■ ■ ■	3
--- ---	Approved Electives (see list below)	■ ■ ■ ■	3/4
SUBTOTAL			22/24

Basic Program Requirements

ARC 101	Materials & Methods of Construction OR		
RC 102	Building Materials	■ □ □ □	3
1 ARC 105	Architectural Drafting I OR		
RC 109	Residential Drafting	■ □ □ □	4
1 ARC 106	Architectural Drafting II	□ ■ □ □	4
ARC 111	Mechanical and Electrical Systems for Buildings OR		
RC 206	Plumbing, Heating & Electrical Equipment	■ ■ □ □	3
ARC 114	Architectural AutoCAD 2D Basics	■ □ □ □	2
ARC 204	Estimating Building Construction OR		
RC 202	Building Materials Estimation	□ ■ □ □	3
1 ARC 205	Architectural Drafting III	□ □ ■ □	3
1 ARC 206	Architectural Drafting IV	□ □ ■ ■	3
ARC 207	Architectural Presentation Drawing	□ □ ■ ■	3
ARC 211	Elements of Structural Design OR		
RC 211	Elements of Structural Design	□ □ ■ ■	3
ARC 214	Architectural AutoCAD 3D Basics	□ ■ □ □	3
ARC 221	Site Preparation OR		
RC 105	Building Site Surveying	□ □ ■ ■	3
RC 101	Construction Print Interpretation	■ □ □ □	3
SUBTOTAL			40

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 62/64

Approved Electives:

ART 112	Drawing II	GB 251	Business Law I
ART 115	Basic Design-Two Dimensional	MTH 111	Applied Algebra
ART 116	Basic Design - Three Dimensional	MTH 113	Applied Trigonometry
CST ---	Any Computer Science & Info Technology Course	MTH 119	Intermediate Algebra
GB 131	Small Business Management	MTH ---	Any Math Course 120 or higher
GB 145	Principles of Sales	PHO ---	Any Course in Photography
GB 153	Introduction to Business	RC ---	Any Residential Construction Course that is not co-listed

NOTATIONS:

1. Courses ARC 105, 106, 205 and 206 must be taken in sequential order. For information about day and/or evening availability of courses, contact a technical career counselor.
2. ART 251 or 252 is offered only in the Winter Semester.
3. This program prepares you for a technical level career, but some courses are transferable to baccalaureate degree programs in Architecture. If you want to become an architect, you are advised to consult with a counselor about transfer requirements.
4. See page 96 for graduation requirements.
5. Delta College reserves the right to modify program requirements.
6. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM

Associate in Applied Science Degree

The Automotive Service Educational Program (ASEP) is an associate degree automotive program designed to upgrade your technical competence and professional level as an incoming dealership technician. At Delta College, the program requires 111 weeks of training to complete, with 60 weeks spent on the Delta College campus. The remainder of the time spent in this two-year period is in a General Motors dealership. Each specialized subject is dealt with in the classroom and laboratory on campus and is immediately followed by related work experience in the dealership. This rotation system continues until the program is completed.

First Semester

SPH 114	Interpersonal Communications	3
AGM131	Automotive Electronics Service	4
AGM132	Brakes, ABS, TCS Service	5
AGM133	Steering, Suspension Service	6
1 AGM134	Dealership Work Experience I	2
SUBTOTAL		20

Second Semester

Completion of AGM 134 Dealership Work Experience I

Third Semester

CST 238	GM Information Systems	2
LW ---	Lifelong Wellness Elective	1
AGM141	Specialized Engine Repair Service	6
AGM142	Electronic Engine, Emission Controls Service	9
1 AGM143	Dealership Work Experience II	2
SUBTOTAL		20

Fourth Semester

Completion of AGM 143 Dealership Work Experience II

Fifth Semester

ENG 111	College Composition I	3
AGM231	Driveline and Manual Transmission Service	3
AGM232	Automatic Electronic Transmissions Service	8
AGM233	HVAC Service	4
1 AGM234	Dealer Work Experience III	2
SUBTOTAL		20

Sixth Semester

Completion of AGM 234 Dealership Work Experience III

Seventh Semester

ENG 113	Technical Communications	3
LW ---	Lifelong Wellness Elective	1
POL 103	Introduction to American Government	3
WELD101	Fuel Gas Weld Cutting	1
AGM241	Body Electronics Service	4
SUBTOTAL		12

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 72

NOTATIONS:

1. These courses involve a 17 week experience, taught at a dealership and begin late in the semester indicated and are completed in the following semester.
2. Since half of the program is spent at the dealership, you are required to have a sponsoring General Motors dealer. The main responsibility of the dealership is to provide employment during all of the work experience periods.
3. All tuition, fees, housing (if needed), textbook costs, and tools are your responsibility.
4. Contact person Char Reed or Tim Weiss at (517) 754-6558, Fax (517) 753-4730.
5. See page 96 for graduation requirements.
6. Delta College reserves the right to modify program requirements.

Associate in Applied Science Degree/Certificate

In addition to being trained to enter the automotive field as a technician or service writer, you will have a broader based education by completing the Associate degree. You may also choose to continue your education by seeking a Baccalaureate degree.

Both certificate and Associate degree is available. For those interested in specific segments of an automotive course, short term courses are available and are identified by the core course number and followed by the letter A, B, C, etc.

Automotive Service Courses

Introductory Automotive

*AUT 100	Introduction to Automotive Service	■ □ □ □	3
*AUT 108	Automotive Electronics	■ □ □ □	3
SUBTOTAL			6

1st Automotive Cluster

AUT 110	Auto Electronics I OR	□ ■ ■ ■	4
AUT 110A	Automotive Battery Service AND		1
AUT 110B	Automotive Starting System AND		1
AUT 110C	Auto Charging System AND		1
AUT 110D	Auto Wiring Diag.		1

AUT 112	Engine Service	□ ■ ■ ■	6
AUT 114	Brake System Service OR	□ ■ ■ ■	5
AUT 114A	Drum Brakes AND		1.5
AUT 114B	Disc Brakes AND		1.5
AUT 114C	Hydraulic/Pwr Assist AND		1
AUT 114D	Anti-Lock Brakes		1
SUBTOTAL			15

2nd Automotive Cluster

AUT 120	Driveline Service OR	□ ■ ■ ■	6
AUT 120A	Clutch Service AND		.8
AUT 120B	Manual Tran/Transaxle AND		1.5
AUT 120C	Rear Axle/Diff. Ser. AND		2.0
AUT 120D	Front Wheel/4 Wheel Drive		1.7
AUT 122	Auto Transmission Service	□ ■ ■ ■	8
SUBTOTAL			14

3rd Automotive Cluster

AUT 210	Auto Electronics II OR	□ ■ ■ ■	3
AUT 210A	Airbags/Columns AND		.6
AUT 210B	Power locks/Windows AND		.6
AUT 210C	Instruments/Lighting AND		.6
AUT 210D	Cruise Control AND		.6
AUT 210E	Wiper Systems		.6

AUT 212	Suspension System Service OR	□ ■ ■ ■	7
AUT 212A	Frame Linkage/Manual Gears AND		2
AUT 212B	Suspension Systems/Alignment AND		4
AUT 212C	Power Steering/Electronics		1

AUT 214	Heating/Air Cond. Service OR	□ ■ ■ ■	5
AUT 214A	Heating/Cooling System AND		2
AUT 214B	Auto Air Cond. Service		3
SUBTOTAL			15

4th Automotive Cluster

AUT 220	Electronic Systems Service	□ ■ ■ ■	2
AUT 222	Fuel System Service OR	□ ■ ■ ■	6
AUT 222A	Carb/Throttle Body Service AND		1
AUT 222B	Carb Fuel System Service AND		1
AUT 222C	Fuel Injection Supply Service AND		1.5
AUT 222D	Carb Fuel Delivery Service AND		1
AUT 222E	TBI/PFI Fuel Delivery Service		1.5

AUT 224	Engine Performance Service OR	□ ■ ■ ■	6
AUT 224A	Ignition Principles AND		1.5
AUT 224B	Eng. Per. Test Equipment AND		1.5
AUT 224C	Chry. Eng. Perf. Ser. AND		1
AUT 224D	GM Eng. Perf. Ser. AND		1
AUT 224E	Ford Eng. Perf. Ser.		1
SUBTOTAL			14

Service Internship

1. AUT 260	Auto Service Skills	□ □ ■ ■	1
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General Education Courses

CST 103	Windows Foundations	■ ■ ■ ■	1
ENG 111	College Composition I	■ ■ □ □	3
ENG 113	Technical Communications	■ ■ ■ ■	3
LW ---	Lifelong Wellness Elective	■ ■ ■ ■	1
LW ---	Lifelong Wellness Elective	■ ■ ■ ■	1
POL 103	Introduction to American Government	■ ■ ■ ■	3
PSY 101	Applied Psychology OR		
PSY 211	General Psychology	■ ■ ■ ■	3/4
ENV 130	Environmental Management for Automotive Industries	□ ■ ■ □	1
SUBTOTAL			16/17

Certificate Requirements

*AUT100	Introduction to Automotive Service		3
*AUT108	Introduction to Automotive Electronics		3
2. AUT ---	Courses above AUT 100 & 108		24
1. AUT 260	Automotive Service Skills		1
ENV 130	Environmental Management for Automotive Industries		1
MINIMUM CREDITS REQUIRED FOR CERTIFICATE			32

Associate Degree Requirements

*AUT100	Introduction to Automotive Service		3
*AUT108	Introduction to Automotive Electronics		3
2. AUT ---	Courses above AUT 100 & 108		39
1. AUT260	Automotive Service Skills		1
General Education Courses			16/17
MINIMUM CREDITS REQUIRED FOR ASSOCIATE DEGREE			62/63

NOTATIONS:

* A "C" (2.0) minimum grade is required in each asterisked course prior to enrolling in any other automotive course.

- The selection of an Automotive Service Skills internship is done after consulting with the automotive faculty.
- The minimum Associate degree requirements include completion of three clusters. You are encouraged to complete all four automotive clusters. Minimum Certificate requirements include completion of two clusters. You are, however, encouraged to complete more than two clusters.
- Prior to enrollment, you must have an ASSET score of 38 (elementary algebra), 31 (intermediate algebra), or 28 (college algebra), or an ACT score of 19 in Math, or Compass score of 41. You are advised to take MTH 097 if your algebra skills are weak.
- See page 96 for graduation requirements.
- Delta College reserves the right to modify program requirements.
- If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

Also see "Dual Degrees"

Associate in Applied Science/Certificate

You will obtain the knowledge, skill and a portion of the aeronautical experience* necessary to meet the requirements for a Commercial Pilot Certificate (airplane category) and Instrument Rating. You will be prepared to transfer to a baccalaureate institution with degree programs for professional pilots.

*You must arrange and pay for additional aeronautical experience (flight hours) to meet Federal Aviation Regulations, Part 61, requirements for Commercial Pilot.

	Suggested Sequence	Sem Hrs
General Education Courses		
CST 132 Computer Literacy on the Macintosh	■ ■ ■ ■	3
ENG 111 College Composition I	■ □ □ □	3
ENG 112 College Composition II OR		
ENG 113 Technical Writing	□ ■ ■ ■	3
GEO 111 Physical Geography	■ ■ ■ □	4
MTH119 Intermediate Algebra	■ ■ ■ ■	4
LW - Lifelong Wellness Elective	■ ■ ■ ■	1
LW - Lifelong Wellness Elective	■ ■ ■ ■	1
POL 111 American Government and Politics	■ ■ ■ ■	4
SPH 114 Interpersonal Communications	■ ■ ■ ■	3
PSY 211 General Psychology	■ ■ ■ ■	4
# - - Humanities Electives	■ ■ ■ ■	5
SUBTOTAL		35

Basic Program Requirements

>*AFT 101 Private Pilot Ground Training	■ □ □ □	4
>*AFT 105 Primary Pilot Flight Train I	■ □ □ □	2
>*AFT 106 Primary Pilot Flight Train II	■ ■ □ □	3
>*AFT 201 Instrument Pilot Ground Train	□ ■ □ □	4
>*AFT 202 Aviation Meteorology	□ □ ■ ■	1
>*AFT 210 Commercial Pilot Ground Train	□ □ ■ ■	4
>*AFT 215 Adv. Pilot Flight Training I	□ ■ ■ □	2
>*AFT 216 Adv. Pilot Flight Training II	□ ■ ■ □	3
>*AFT 217 Adv. Pilot Flight Training III	□ □ ■ ■	2
>*AFT 218 Adv. Pilot Flight Training IV	□ □ ■ ■	3
>*GEO 103 Introduction to Meteorology	■ ■ □ □	3
SUBTOTAL		31

Recommended Electives

CHM101 General Chemistry I	5
MTH160 Calculus for the Social and Managerial Sciences	4
PHY 101 Applied Physics OR	
PHY 111 General Physics I	4

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 66

TOTAL CREDITS REQUIRED FOR CERTIFICATE 31

- > **Certificate Option:** A Certificate will be awarded when courses preceded by a greater than (>) sign are successfully completed. There are additional hours of aeronautical experience (flying hours) required to meet Federal Aviation Regulations, part 61, to qualify for the examination for a Commercial Pilot Certificate (airplane category) and an Instrument Rating.

NOTATIONS:

- # Check transfer school requirements in the selection of the five hours Humanities' Requirement.
- * A "C" (2.0) minimum grade is required in each asterisked course.
- 1. This Program meets MACRAO requirements of 6 English, 8 Science, 8 Social Science and 8 Humanities credits.
- 2. Permission of Coordinator and meeting Federal Aviation Administration criteria are required prior to enrolling in any of the following courses: AFT 105, AFT 106, AFT 215, AFT 216, AFT 217, and AFT 218.
- 3. The following flight courses have special fees for flight instructor and airplane rental that will be paid by the student: AFT 105, 106, 215, 216, 217, and AFT 218.
- 4. See page 96 for graduation requirements.
- 5. Delta College reserves the right to modify program requirements.
- 6. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.



BROADCASTING AND TELECOMMUNICATIONS

OPTIONS: TELEVISION RADIO

Associate in Applied Science Degree

This program is under revision; please see Broadcasting Counselor for program updates.

Delta College owns and operates public television stations WDCQ-TV Channel 19 and WDCP-TV Channel 35, both affiliated with national and regional educational networks. Delta College also operates, in conjunction with Central Michigan University, public radio station WUCX-FM 90.1, affiliated with national public radio program networks. In addition to these broadcast facilities, Delta College operates a student television production studio and an audio production studio for both broadcast and student use. These Delta broadcasting facilities provide you with practical experience under laboratory and real-time operating conditions. You will learn to operate sound, recording, and transmitting equipment; become involved in production activities; be exposed to program producing, directing, and performance; and learn principles and techniques of many specialty areas in the fields of broadcasting and telecommunications. The Broadcasting and Telecommunications program prepares you with the fundamental information and experience necessary for entry-level positions in communication and information industries.

You must complete all required courses and select four courses in one of the career tracks. Discussion regarding the best order for you to schedule the courses with the Broadcasting and Telecommunications counselor is recommended. Check your course descriptions for pre-requisite courses.

		Suggested Sequence	Sem Hrs
General Education Courses			
ECN 221	Principles of Economics I	□ ■ ■ ■	4
ENG 111	College Composition I	■ □ □ □	3
ENG 112	College Composition II	□ ■ ■ □	3
GB 153	Introduction to Business	■ ■ □ □	3
LW ---	Lifelong Wellness Elective	■ ■ ■ ■	1
LW ---	Lifelong Wellness Elective	■ ■ ■ ■	1
POL 103	Introduction to American Government	■ ■ ■ ■	3
SPH 112	Fundamentals of Oral Communication	■ ■ ■ ■	3
	SUBTOTAL		21

Broadcast and Telecommunications Core Courses

BRT 130	Electronic Media & Society	■ ■ ■ □	3
BRT 149	Television Studio Operations I	□ □ □ □	3
BRT 150	Broadcast Writing	□ □ □ □	3
BRT 153	Broadcast Performance	■ ■ ■ □	3
BRT 156	Audio Operations I	□ □ □ □	3
BRT 177	Telecommunications Facilities	■ ■ ■ □	4
BRT 220	Broadcast History, Law, and Responsibility	□ ■ ■ ■	4
	SUBTOTAL		23

General Electives

(May be selected from BRT or Non-BRT courses)	■ ■ ■ ■	6
SUBTOTAL		6

Recommended BRT Elective Courses

BRT 227	Broadcast Sales	□ □ ■ ■	3
BRT 260	Assistant Director I	□ □ ■ □	2
BRT 261	Assistant Director II	□ □ ■ ■	2
BRT 270	Current Trends and Issues - Seminar	□ □ ■ ■	2

"I Decided on Delta!"

"Delta College has given me many learning opportunities. Through these experiences I have grown as a person and as a student. Hopefully I will be ready to sell myself in today's job market."

Shawn Hoskey, Broadcasting/TV

CHOOSE ONLY ONE CAREER TRACK: Television or Radio

Television Track

BRT 154	Television Studio Operations II	□ □ ■ ■	3
BRT 157	Television Field Production	□ □ ■ ■	3
BRT 222	Broadcast Journalism	□ □ ■ ■	3
BRT 251	Television Producing and Directing OR		
BRT 257	Advanced Television Field Production	□ □ □ ■	3
	SUBTOTAL		12

Radio Track

BRT 222	Broadcast Journalism	□ □ ■ ■	3
BRT 230	Broadcast Audio Production	□ □ □ □	3
BRT 232	Radio News Production	□ □ □ ■	3
BRT 234	Music Programming Workshop OR		
BRT 256	Audio Operations II	□ □ □ ■	3
	SUBTOTAL		12

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 62

NOTATIONS:

- Based on available facilities and equipment, this Program is considered a "limited" enrollment program. Classes will be small and interaction with faculty will provide comprehensive instruction. You are encouraged to see the Broadcasting & Telecommunications Program counselor prior to registration.
- If you are **PLANNING TO TRANSFER**, you should plan on completing the MACRAO requirements. Please plan on taking the following additional classes: one additional course in Social Science, two additional courses in Humanities, two different courses (at least 8 credits) in Science of which one science must include lab. Please work closely with the Program counselor.
- See page 96 for graduation requirements.
- Delta College reserves the right to modify program requirements.
- If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

CHEMICAL PROCESS TECHNOLOGY

Certificate Program

The Certificate Program in Chemical Process Technology prepares you for employment as a process operator in the chemical/material processing industry. The operator role includes but is not limited to the following functions: knowledge and upholding of the standards regarding health, safety, and the environment; working with the handling, transporting, storage and disposal of chemicals and other materials in compliance with all state and federal regulations; the operation, monitoring, and controlling of processes both continuous and batch; interfacing with the chemical engineers and technicians involved with these processes and managing normal maintenance of equipment, calibration of instrumentation, and troubleshooting as needed.

Potential employers in addition to the Chemicals Manufacturing Industry are municipal water treatment plants, pharmaceutical companies, power generation companies, etc.

This certificate program is the core first year experience for students interested in completing the A.A.S. in Chemical Process Technology at Delta College (currently under development) or the A.S. in Chemical Engineering Technology: Advanced Process Operations at Michigan Technological University.

	Suggested Sequence	Sem Hrs
General Education Courses		
* CHM105 Technical Chemistry I	■ □ □ □	5
* CHM106 Technical Chemistry II	□ ■ □ □	5
CST 133 Intro to Computer Information Technology	■ □ □ □	4
ENG 111 English Composition I	■ □ □ □	3
ENG 113 Technical Writing	□ ■ □ □	3
* MTH119 Intermediate Algebra	■ □ □ □	4
MTH208 Elementary Statistics	□ ■ □ □	3
* PHY 101 Applied Physics	□ ■ □ □	4
SUBTOTAL		31

Basic Program Requirements

CPI 110 Introduction to Process Industries	■ □ □ □	2
* CPI 120 Introduction to Process Operations	□ ■ □ □	2
SUBTOTAL		4
TOTAL CREDITS REQUIRED FOR CERTIFICATE		35

NOTATIONS:

- * A "C" (2.0) minimum grade is required in each asterisked course.
- 1. For Certificate to be awarded, you must have a minimum overall GPA of 2.0.
- 2. For employment you may be required to complete a Team Building Workshop at your expense.
- 3. See page 96 for graduation requirements.
- 4. Delta College reserves the right to modify program requirements.



CHEMICAL TECHNOLOGY

Associate in Applied Science Degree

A degree in Chemical Technology may transfer or could lead to a position with area employers as a Technologist. As a Chemical Technologist, you will operate many kinds of laboratory instruments, be involved with data collection and analysis, and do technical report writing and research projects. This program includes core courses that allow flexibility in choosing a technical focus. Degrees in Water/Wastewater Treatment Technology, Chemistry, Biology, Physics or Engineering may also be pursued using most of the credits from this program.

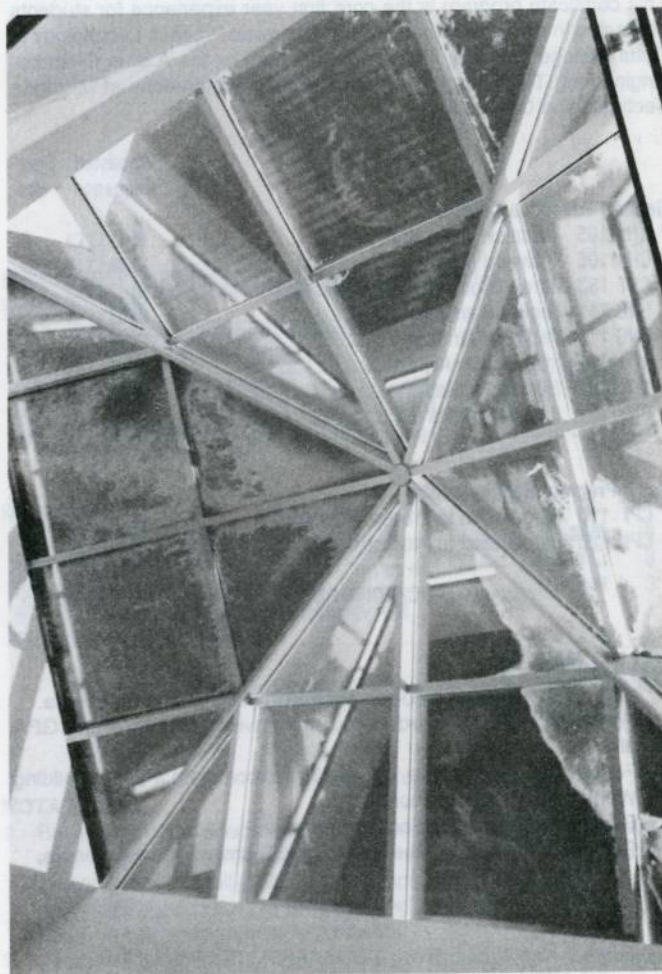
	Suggested Sequence	Sem Hrs
General Education Courses		
CHM111 General Inorganic Chemistry I	■ □ □ □	4
CHM112 General Inorganic Chemistry II	□ ■ □ □	4
CHM210 Organic Chemistry I	□ □ □ □	5
CHM220 Organic Chemistry II	□ □ □ ■	5
CST 132 Computer Literacy on the Macintosh	■ ■ ■ □	3
ENG 111 College Composition I	■ □ □ □	3
ENG 112 College Composition II OR		
ENG 113 Technical Writing	□ ■ □ □	3
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
MTH208 Elementary Statistics	□ ■ ■ □	3
4 PHY 101 Applied Physics OR		
PHY 111 General Physics OR	■ □ □ □	4/5
PHY 211 Physics I	□ □ □ □	
PHY 112 General Physics II OR	□ □ □ □	
PHY 212 Physics II OR	□ □ □ ■	
BIO 110 Environmental Science OR	■ ■ ■ ■	4/5
BIO 111 Principles of Biology OR	■ ■ ■ ■	
GLG 130 Environmental Geology	■ ■ ■ ■	
POL 103 Introduction to American Government	■ ■ ■ ■	3
1 --- --- Humanities Electives	■ ■ ■ ■	8
2 --- --- Social Science Elective	■ ■ ■ ■	4/5
SUBTOTAL		55/59

Basic Program Requirements		
CHM230 Chemical Analysis/Instrumentation	□ □ □ □	4
CHM231 Troubleshooting of Analytical Instrumentation	□ □ □ ■	1
CT 100 Introduction to Chemical Technology	■ ■ ■ ■	2
3 SCI 250 Research Project in Science	□ □ □ ■	2/6
SUBTOTAL		9/13
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE		64/72

Recommended Electives		
CHM 221/222 Organic Biochemistry		3/1
MTH 121 Plane Trigonometry		3
MTH 151 Pre-Calculus		4
MTH 161 Calculus I (and higher)		4
WET 112 Wastewater Treatment		3
WET 212 Water Chemistry II		4
WET 220 Microbiology of Water		4

NOTATIONS:

1. Courses must be completed in at least two different subject areas. Consult page 97 of this catalog for a list of approved Humanities courses. Industry recommends enrollment in SPH 112 and/or SPH 114 and PHL 221.
2. Additional Social Science credits must be earned in an area other than Political Science. See page 97 for a list of approved courses. Industry recommends enrollment in ECN221 and POL 111 to fulfill the 8 credits required in Social Science.
3. A minimum of 2 credits is required for SCI 250. However, in consultation with faculty, a research project for up to 6 credits may be chosen.
4. May transfer as Physics or Science credit only, depending on the institution.
5. This program fulfills the requirements for the MACRAO agreement. To have the MACRAO stamp placed on your transcript, fill out a MACRAO Request Form at the Records and Registration Office with your Graduation Application.
6. See page 96 for graduation requirements.
7. Delta College reserves the right to modify program requirements.
8. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.



CHILD DEVELOPMENT

OPTIONS:

CHILD DEVELOPMENT TEACHER ASSISTANT

Associate in Applied Science Degree/ Certificate

Child care workers work in a variety of settings in the care and guidance of young children. This includes concern for the mental, social, physical, and emotional growth and development of the child. As a child care worker, you should be able to work under supervision and work cooperatively with other personnel. Each child care worker should also gain the respect, confidence, and cooperation of children, maintain discipline and enforce as well as deal with emergency situations calmly. Physically, you must maintain good health and be able to stoop, kneel, crouch, and crawl. Good vision and hearing is necessary as well as being able to lift up to 40 pounds. Applicants for child care worker positions are required to pass a tuberculin test and may have to undergo tests or immunization for other communicable diseases.

As a supplement to the supportive skills learned from courses completed in the Child Development Certificate program, the Associate in Applied Science degree program will also stress leadership skills which are needed in a lead teacher position. In addition to the employment opportunities offered by the certificate program, graduates of this degree program will also be qualified to apply for positions as lead teachers, child care center directors and should be eligible to apply for a license for their own child care agency.

The Teacher Assistant option is designed to give the student specialized skills necessary to become a successful assistant in the classroom. The curriculum is designed specifically to deal with real life school experiences likely to be encountered by a teacher assistant. The student will observe and have field experience which will allow for practical application of the textbook/classroom learning. When in the classroom, you will be under the direction of a certified teacher. As a teacher assistant you may be responsible for: individual or group tutoring of reading or math; assisting in preschool, young fives or kindergarten; assisting the teacher in record keeping; daily activities, preparation, and follow through; and using office and AV equipment; library activities; health care; and supervising playground, lunchroom, hall or bus boarding activities.

General Education Courses

	Suggested Sequence	Sem Hrs
BIO 111 Principles of Biology	■ ■ ■ □	4
ENG 111 College Composition I	■ □ □ □	3
ENG 112 College Composition II	□ ■ □ □	3
LW --- Lifelong Wellness Elective	■ ■ □ □	1
LW --- Lifelong Wellness Elective	■ ■ □ □	1
POL 103 Introduction to American Government OR		
POL 111 American Government and Politics OR		
POL 212 State and Local Government	■ ■ □ □	3/4
1. --- Humanities Electives	■ ■ □ □	8
--- Natural Science Electives (other than Biology) ..	■ ■ □ □	4
2. --- Elective	■ ■ ■ ■	7/10
SUBTOTAL		34/37

3. Child Development Option: Courses

4> * CD 111 Intro. to Early Childhood Education OR		
CD111A	□ □ □ □	2
4> * CD 112 Early Childhood Program OR CD112A	□ □ ■ □	2
4> * CD 113 Guidance of Young Children OR CD113A	□ □ ■ □	3
4> * CD 114 Child Development OR CD114A	□ □ ■ □	3
4> * CD 116 Families in the American Culture OR CD116A ..	□ □ □ ■	3
4> * CD 117 Practicum for Early Childhood Assistant OR		
CD117A	□ □ □ ■	6
4> * CD 160 Practicum in Child Development OR CD160A ..	□ □ ■ □	2
5 * CD 200 Practicum as a Lead Teacher	□ □ □ ■	4
> * PSY223 Child Psychology	□ □ □ ■	3
SUBTOTAL		28

Teacher Assistant Option: Courses

4> * CD 113A Guidance of Young Children	□ □ ■ □	3
4> * CD 114A Child Development	□ □ ■ □	3
4> * CD 116A Families in American Culture	□ □ □ ■	3
> * ED 201 Educ. of Exceptional Child	□ □ □ ■	3
> * LWT165 Community First Aid	□ □ □ ■	1
> * PSY223 Child Psychology	□ □ □ ■	3
> * TA 111 Introduction to Teacher Assistant Education	□ □ □ □	3
> * TA 112 Basic Teaching Strategies/Instructional Materials ...	□ □ □ □	3
> * TA 160 Practicum in Teaching Assistant	□ □ □ ■	3
SUBTOTAL		25
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE		62
TOTAL CREDITS REQUIRED FOR CERTIFICATE		28

> **CERTIFICATE OPTION** - A CERTIFICATE WILL BE AWARDED TO YOU WHEN YOU SUCCESSFULLY COMPLETE COURSES PRECEDED BY THE ">" SIGN.

* A "C" (2.0) minimum grade is required in each asterisked course.

NOTATIONS:

- Suggested Humanities Electives: SPH 114, Interpersonal Communications and one chosen from LIT 251, Children's Literature or LIT 253, Books for Pre-School Children.
- Suggested Elective: For the Child Development Option, LWT 165, Community First Aid is highly recommended.
- In the Child Development option: CD 111, 112, 113, 114, and 160 are taken as a block in the Fall Semester only. CD 116, 117, and PSY 223 are taken as a block in the Winter Semester only.
- CD 111A, 112A, 113A, 114A, 116A, 117A and 160A are also offered and when offered do not need to be taken in blocks, but the prerequisites must be followed.
- In the Child Development option: CD 200, Practicum as a Lead Teacher should be taken after all other Child Development and General Education courses have been completed. CD 200 is offered Spring and Winter only. If all requirements have been met except CD 200, the student has the option of the Associate of Arts degree in which CD 116 can be counted toward the Social Science requirement.
- A maximum of 25 students will be admitted into the Child Development courses in the Fall Semester ONLY. This is on a "first come-first served" basis as determined by the general registration system.
- A Child Development information session is usually held in August. Once you have been identified as a Child Development student, you will receive a letter from the Coordinator inviting you to this informational session. **It is necessary for all new Child Development students to attend.**
- The Certificate may be expanded upon to earn an Associate in Applied Science degree in either the Child Development or Teacher Assistant option.
- You will be required to submit a health appraisal signed by a licensed physician declaring, to the best of the physician's knowledge, that you are physically capable of performing the duties that are required for the safe care of children. Also, you must submit evidence of freedom from communicable tuberculosis.
- You may be required to sign a document asking whether you have ever been convicted of an offense other than a minor traffic violation and whether you have ever been involved in abuse or neglect of children.
- You must complete and submit an Acknowledgment and Release Form, Student Data Sheet, and Employment Volunteer Form.
- See page 96 for graduation requirements.
- Delta College reserves the right to modify program requirements.

CLOTHING SPECIALIST

Associate in Business Studies Degree/ Certificate

The Fashion-Clothing Specialist degree program is designed for you if you have special talent and flair for creating and constructing apparel and are interested in and like working with fabrics and apparel accessories. Upon completing this program, you will be qualified to seek positions such as: buyers or managers of retail fabric departments; tailors within department and specialty stores; instructors with community school clothing departments; sales personnel, consultants or advisors in the fashion and fabrics industry or with manufacturers of fashion accessories.

		Suggested Sequence	Sem Hrs
General Education Courses			
LW ---	Lifelong Wellness Elective	■ ■ ■ ■	1
LW ---	Lifelong Wellness Elective	■ ■ ■ ■	1
POL 103	Introduction to American Government	■ ■ ■ ■	3
PSY 101	Applied Psychology	■ ■ ■ ■	3
SPH 112	Fundamentals of Oral Communication	■ ■ ■ ■	3
---	General Electives	■ ■ ■ ■	8
SUBTOTAL			19

Business Courses

CED122	Cooperative Education	□ □ □ ■	3
>* FM 110	Apparel Construction and Analysis	■ □ □ □	4
>* FM 120	Apparel Tailoring	□ □ □ □	4
> FM 150	History and Dynamics of Fashion	□ □ □ □	3
>* FM 155	Textiles	■ □ □ □	3
> FM 170	Fund Theories of Fashion Design & Merchandising ..	□ □ □ □	3
>* FM 210	Apparel Pattern Drafting and Design	□ □ □ □	4
>* FM 220	Advanced Apparel Tailoring	□ □ □ ■	4
FM 240	Fashion Coordination	□ □ □ ■	3
GB 110	Business Mathematics	■ ■ □ □	3
GB 145	Sales OR		
GB 247	Principles of Retailing	□ □ □ □	3
* OSE151	Business Communications I	■ □ □ □	3
OSE152	Business Communications II	□ □ □ □	3
SUBTOTAL			43
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE			62
TOTAL CREDITS REQUIRED FOR CERTIFICATE			30

Suggested Electives

ART115	Basic Design - 2 Dimensional	■ □ □ □	3
FM 151	Display	□ □ □ ■	3
FM 250	Seminar in Clothing Fashion	□ □ □ ■	2
FM 251	Apparel Market Experience	□ □ □ ■	1
GB 153	Introduction to Business	■ ■ □ □	3
GB 248	Principles of Buying for Resale	□ □ □ ■	3
> FM 245	Advanced Textiles	□ □ □ ■	3
> -----	Co-Op or General Electives	□ □ □ ■	2

> **CERTIFICATE OPTION** - A Certificate will be awarded when you successfully complete courses preceded by the ">" sign.

NOTATIONS:

- * A "C" (2.0) minimum grade is required in each asterisked course.
- 1. Electives may be substituted upon demonstration of equivalent skills for course FM 110.
- 2. You are advised to consult with your counselor about elective courses. Course GB 153 Introduction to Business is highly recommended.
- 3. See page 96 for graduation requirements.
- 4. Delta College reserves the right to modify program requirements.
- 5. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

COMPUTER AIDED DRAFTING

Certificate Program

As a Computer Drafter, you will make detailed manual or computer drawings of products and machinery from sketches and specifications conceived by engineers and designers. The finished drawings are used as working plans for engineering and manufacturing purposes. Depending on experience and level of responsibility, duties may vary from preparing basic drawings to modifying the finished design using computer aided design equipment.

In order to enter this area of work, you should be able to: work within precise limits or standards of accuracy, concentrate for long periods of time, visualize 3-dimensional objects from drawings or pictures, see detail in objects or drawings, and recognize slight differences in shapes and shadings. Computer skills are a requirement.

		Suggested Sequence	Sem Hrs
Technical Courses			
CAD 114	Auto CAD Introduction	■ □ □	2
CAD 214	Auto CAD Effective Techniques	□ □ □	2
DRF 104	Basic Mechanical Design OR		
DRF 105	Beginning Mechanical Design	■ □ □	4/3
DRF 107	Intermediate Mechanical Design	□ □ □	3
DRF 128	Geometric Tolerancing	□ □ □	2
MDA 205	Rapid Prototyping & Tooling	■ ■ ■	.6
MDA 211	Interactive Part Modeling	■ ■ ■	2.4
MFG 111	Manufacturing Processes	■ ■ □	3
MS 113	Machining Processes	■ □ □	2
MT 110	Machine Tool Calculations OR		
MTH 111	Applied Algebra	□ □ □	4
TOTAL CREDITS REQUIRED FOR CERTIFICATE			24/25

NOTATIONS:

1. Students wanting to pursue an Associate Degree should consider Mechanical Design Technology.
2. See page 96 for graduation requirements.
3. Delta College reserves the right to modify program requirements.

"Employer's Quote"

Grant Richards, Human Resources Manager,
Rapid Design Service, Inc.

"Delta College has proven itself to be a source of quality employees both on the academic level as well as experience level. On a consistent basis Delta students have helped us to meet our workforce demands while providing us with technical skills to compete with job market demands."

COMPUTER MARKETING

Associate in Business Studies Degree/Certificate

This program provides education in the computer business field, with an emphasis on computer marketing. Basic business knowledge and computer skills training are necessary if you are interested in distributing or marketing computers, hardware and software.

	Suggested Sequence	Sem Hrs
General Education Courses		
ECN 221 Principles of Economics I	■ ■ ■ ■	4
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
POL 103 Introduction to American Government	■ ■ ■ ■	3
	SUBTOTAL	9

Business Courses

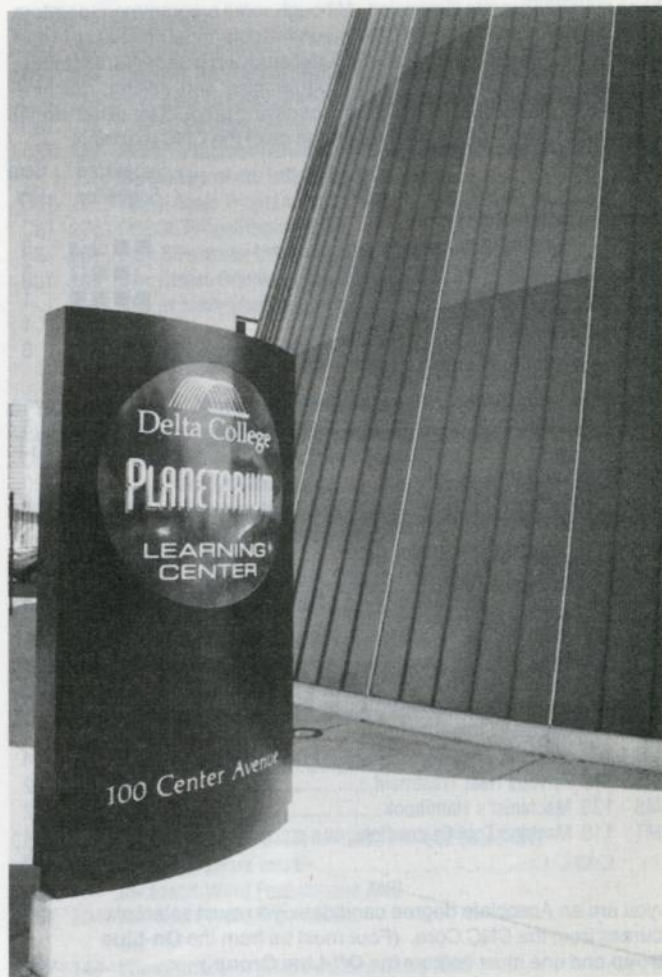
* ACC 111 Introductory Accounting OR		
*1 ACC 211 Principles of Accounting I	■ ■ ■ ■	4
CED 120 Co-Op I: Retail Management	■ ■ ■ ■	3
> CST 103 Windows Foundations	■ ■ ■ ■	1
> CST 104 Microsoft Word Foundations	■ ■ ■ ■	1
> CST 106 Internet Foundations	■ ■ ■ ■	1
> CST 123 Windows Operating System	■ ■ ■ ■	1
* > CST 133 Intro to Computer Information Technology	■ ■ ■ ■	4
> CST 134 Microcomputers in Business Using MS Office	■ ■ ■ ■	3
> CST 151 Spreadsheet Fundamentals	■ ■ ■ ■	2
* > GB 110 Business Mathematics	■ ■ ■ ■	3
> GB 145 Principles of Sales	■ ■ ■ ■	3
> GB 153 Introduction to Business	■ ■ ■ ■	3
GB 243 Principles of Marketing	■ ■ ■ ■	3
* GB 245 Principles of Management	■ ■ ■ ■	3
> GB 251 Business Law I	■ ■ ■ ■	3
GB 274 Computer-Aided Decisions	■ ■ ■ ■	2
* > OSE 151 Business Communications I	■ ■ ■ ■	3
* OSE 152 Business Communications II	■ ■ ■ ■	3
--- General Electives	■ ■ ■ ■	7
	TOTAL	53

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE	62
TOTAL CREDITS REQUIRED FOR CERTIFICATE	28

>**CERTIFICATE OPTION** - A Certificate will be awarded when you successfully complete courses preceded by a greater than sign ">".

NOTATIONS:

- * A "C" (2.0) minimum grade is required in each asterisked course.
- 1. If planning to transfer to a four-year institution ACC 211 may be required.
- 2. See page 96 for graduation requirements.
- 3. Delta College reserves the right to modify program requirements.
- 4. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.



"I Decided on Delta!"

"This was my first chance to study abroad. Delta will give me a chance to educate myself and help others less fortunate."

Adela Radosa, Major, Marketing Management/Minor,
International Business

COMPUTER NUMERICAL CONTROL TECHNOLOGY

Associate in Applied Science Degree/Certificate

As a CNC Machine Tool Programmer/Operator, you will use computer driven machine tools such as lathes, mills, profilers, lasers, waterjet, wire electrical discharge machines, tube benders, punches, and grinders to shape metals to precise dimension. Although some programmer/operators can work with a wide variety of CNC machine tools, most specialize in one or two types. Specific duties may include: studying blueprints, sketches; tool, fixture and machine set up; programming and editing; machine workpieces; inspecting, verifying, and certifying product for dimensional accuracy; light duty repair and maintenance of the CNC machine.

General Education Courses

	Suggested Sequence	Sem Hrs
ENG 111 College Composition I	■ ■ □ □	3
ENG 113 Technical Communications	□ ■ ■ ■	3
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
POL 103 Introduction to American Government	■ ■ ■ ■	3
PSY 101 Applied Psychology OR		
SPH 114 Interpersonal Communications OR		
SPH 112 Fundamentals of Oral Communications	■ ■ ■ ■	3
SUBTOTAL		14

Basic Program Requirements

>CAD 114 Autocad Introduction	■ ■ □ □	2
>CST 103 Windows Foundations OR		
CST 106 Internet Foundations	■ ■ □ □	1
>CNC 160 Computer Numerical Control Programming I	□ ■ □ □	3
>CNC 161 Computer Numerical Control Programming II	□ □ ■ ■	3
>CNC 201 CNC Tooling and Special Setups	□ ■ □ □	2
CNC 284 CNC Practicum	□ □ ■ ■	4
>DRF 104 Basic Mechanical Design OR		
DRF 105 Beginning Mechanical Design	■ □ □ □	3/4
>MS 103 Machine Shop III	■ □ □ □	4
>MS 104 Machine Shop IV	□ ■ □ □	4
>MS 112 Ferrous Heat Treatment	■ ■ □ □	2
>MS 120 Machinist's Handbook	■ ■ □ □	2
>MT 110 Machine Tool Calculations	■ □ □ □	4
SUBTOTAL		34/35

If you are an Associate degree candidate, you must select six courses from the CNC Core. (Four must be from the **On-Line Group** and one must be from the **Off-Line Group**.) 24

> If you are a Certificate candidate, you must select four courses from the CNC Core. (Three must be from the **On-Line Group**.) ... 16

CNC Core On-Line Programming/Operation

Beginning	Advanced	
CNC 212	CNC 252 Heidenhain TNC-151 Control	□ □ ■ ■ 4
CNC 213	CNC 253 OSP-5000 LG Control	□ □ ■ ■ 4
CNC 214	CNC 254 Anilam GXM Control	□ □ ■ ■ 4
CNC 215	CNC 255 General Numeric 10TF Control	□ □ ■ ■ 4
CNC 216	CNC 256 Mazatrol M32/M2 Control	□ □ ■ ■ 4
CNC 217	CNC 257 JAPT 3J Control	□ □ ■ ■ 4
CNC 218	CNC 258 Boston Digital SPC-EIA/ISOControl	□ □ ■ ■ 4

CNC Core Off-Line Programming

Beginning	Advanced	
CNC 221	CNC 261 SURFCAM	□ □ ■ ■ 4
CNC 223	CNC 263 TM-APT-GL	□ □ ■ ■ 4
CNC 225	CNC 265 Mastercam	□ □ ■ ■ 4
CNC 226	CNC 266 CAM M-2/M-32	□ □ ■ ■ 4
CNC 230	CNC 270 ACU-CARV	□ □ ■ ■ 4
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE		72/73

TOTAL CREDITS REQUIRED FOR CERTIFICATE 50/51

Technical Electives Suggested for Enrichment

IS 110	Industrial Supervision
MT 220	Introduction to Fluid Power

>**CERTIFICATE OPTION** - A Certificate will be awarded when you successfully complete courses preceded by a greater than sign ">"

NOTATIONS:

1. A waiting list is maintained for CNC core courses. For program details and to be put on the waiting list, see a counselor or instructor.
2. See page 96 for graduation requirements.
3. Delta College reserves the right to modify program requirements.
4. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

"I Decided on Delta!"

"I've never had a professor that I haven't liked. That hasn't been a big help. They always go out of their way to help you and make sure that they answer any questions that I might have. They make you feel comfortable."

Rebecca Ruppel

COMPUTER SCIENCE & INFORMATION TECHNOLOGY

OPTIONS:

ACCOUNTING PROGRAMMING COMPUTER APPLICATION SPECIALIST

Associate in Business Studies Degree/ Certificate

Computers can process masses of information rapidly and accurately. A programmer prepares detailed instruction (a program) using special computer language to direct the computer through the steps needed to complete an operation. A computer specialist with accounting skills will be able to understand the accounting language and computerize the data to produce special accounting reports and functions. Delta College offers three Computer Information Systems degree options: Programming; Computer Applications Specialist; Accounting. You must complete all "Basic Core Program" courses plus courses listed in one of the three options.

	Suggested Sequence	Sem Hrs
General Education Courses (all options)		
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
POL 103 Introduction to American Government	■ ■ ■ ■	3
--- --- Humanities OR Social Science elective		
Those below are highly recommended:		3/4
GEO 111 Physical Geography	■ ■ ■ ■	
PHL 221 Logic	□ □ ■ ■	
PSY 101 Applied Psychology OR		
PSY 211 General Psychology	■ ■ ■ ■	
SPH 112 Fundamentals of Oral Communication	■ ■ ■ ■	
SPH 114 Interpersonal Communications	■ ■ ■ ■	
SPH 212 Listening	■ ■ ■ ■	
SUBTOTAL		8/9

Basic Program Requirements (all options)		
> *ACC 211 Principles of Accounting I	■ □ □ □	4
*ACC 212 Principles of Accounting II	□ □ □ □	4
> CST 103 Windows Foundations	■ ■ □ □	1
*CST 106 Internet Foundations	■ ■ □ □	1
*CST 110 Web Page Design	■ ■ □ □	1
> CST 121 Introduction to AS400 and PROFS	■ ■ □ □	1
> CST 123 Windows Operating Systems	■ ■ □ □	1
> *CST 133 Intro to Computer Information Technology	■ □ □ □	4
> CST 153 Lotus 1-2-3 OR		
> CST 155 Microsoft Excel	□ ■ ■ □	3
CST 170 Principles of Computer Programming I	□ ■ □ □	1
> *CST 171 Visual BASIC Programming I	■ ■ □ □	2
CST 221 Information Storage & Retrieval	□ ■ ■ □	3
> *CST 257 Database-MS Access	□ ■ ■ ■	3
3> OSE 151 Business Communications I	■ □ □ □	3
OSE 152 Business Communications II	□ □ □ □	3
1 OSE 170 Keyboarding	■ □ □ □	2
SUBTOTAL		37

OPTION -- Accounting

ACC 214 Microcomputer Accounting Applications (concurrently with ACC 212)	□ ■ □ □	4
*ACC 223 Accounting Practices/Working Capital	□ □ □ □	4
*ACC 224 Accounting Practices/Long Term	□ □ □ ■	4
2 MTH208 Elementary Statistics	□ ■ ■ ■	3
----- Elective	■ ■ ■ ■	3
SUBTOTAL		18

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 63/64

Suggested
Sequence Sem
Hrs

OPTION -- Programming

CST 181 C++ Programming	□ □ ■ ■	3
CST 235 Systems Analysis & Design	□ □ □ ■	3
CST 270 Principles of Computer Programming II	□ ■ ■ ■	1
*CST 275 COBOL Programming I OR		
*CST 277 Report Program Generator Programming	□ □ ■ □	3
Select two of the following four classes:		
CST 271 Visual Basic Programming II OR		
CST 276 COBOL Programming II OR		
CST 281 Data Structures Using C++ OR		
CST 282 C++ Object-Oriented Programming	□ ■ ■ ■	5/6
--- --- CST or Math Elective	□ ■ ■ ■	3
SUBTOTAL		18/19

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 63/65

OPTION -- Computer Application Specialist

>CST 134 Microcomputers in Business Using MS Office	□ ■ ■ □	3
CST 147 Presentation Graphics Using Power Point	□ ■ ■ □	2
CST 226 Local Area Networks	□ ■ ■ ■	4
CST 273 MS Applications Using Visual Basic	□ □ ■ ■	2
Select electives from below:		
GB 110 Business Math	■ ■ ■ ■	
GB 131 Small Business Management I	□ □ ■ □	
GB 132 Small Business Management II	□ □ ■ ■	
>GB 143 Principles of Advertising	□ ■ ■ ■	6
GB 153 Introduction to Business	■ ■ ■ ■	
MTH --- Elective (maximum of 3 MTH credits)	■ ■ ■ ■	
--- --- Elective (maximum of 1 general elective credit) ..	■ ■ ■ ■	
SUBTOTAL		17

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 62/63

CERTIFICATE OPTION (COMPUTER APPLICATION SPECIALIST)

>CST 229 Micro Hardware Install	□ □ ■ □	1
>CST 104 Microsoft Word Foundations AND		
>CST 204 Microsoft Word Intermediate		
OR		
>CST 148 WordPerfect for Windows-Beginning AND		
>CST 248 WordPerfect for Windows-Intermediate	□ ■ □ □	3
>CST 226 Local Area Networks	□ □ ■ ■	4
SUBTOTAL		8

TOTAL CREDITS REQUIRED/CERTIFICATE 36

> COMPUTER APPLICATION SPECIALIST CERTIFICATE OPTION

- a certificate will be awarded to you when you successfully complete courses preceded by the greater than ">" sign.

NOTATIONS:

* A "C" (2.0) minimum grade is required in each asterisked course.

1. Proficiency in typing OSE 170 is required for all CST classes; however, it may be waived by successfully passing a keyboarding test. See counselor.
2. Additional Algebra prerequisites may be required depending on your background.
3. You may substitute ENG 111 and ENG 112 for OSE 151 and 152.
4. The above curricula are intended to prepare you for a career upon graduation from Delta College. If you are planning to transfer to a Baccalaureate degree program you should consult with a counselor before enrolling in computer, business, or general education courses so that specific transfer college requirements can be completed.
5. See page 96 for graduation requirements.
6. Delta College reserves the right to modify program requirements.
7. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

CONSTRUCTION MANAGEMENT

Associate in Applied Science Degree

The Construction Management program is designed to acquaint you with management/business operations and knowledge of the practices and procedures relating to the construction industry. The construction course will acquaint you with various materials, procedures, types of fabrication, and methods of resolution. Technical problem solving will be stressed.

The business components of this program will teach you basic business structure and practices. Such training is invaluable in the start-up and maintenance of a profitable construction business. Other avenues of employment can be sought in construction supervision, material representation, and material management and control.

				Suggested Sequence	Sem Hrs
General Education Courses					
LW	---	Lifelong Wellness Elective	■ ■ ■ ■		1
LW	---	Lifelong Wellness Elective	■ ■ ■ ■		1
POL	103	Introduction to American Government	■ ■ ■ ■		3
SPH	202	Oral Communications for Managers	■ ■ ■ ■		3
SUBTOTAL					8

Business Management Courses					
ACC	111	Introductory Accounting OR			
ACC	211	Principles of Accounting	■ ■ ■ ■		4
CST	133	Introduction to Computer Information Technology OR			
CST	134	MicroComputers in Business Using MS Office	■ ■ ■ ■	□	3/4
*GB	131	Small Business Management I	■ ■ ■ ■		3
GB	153	Introduction to Business	■ ■ ■ ■		3
GB	246	Supervision	□ ■ ■ ■		3
GB	251	Business Law I	□ ■ ■ ■		3
OSE	151	Business Communications I	■ □ □ □		3
OSE	152	Business Communications II	□ ■ ■ ■		3
SUBTOTAL					25/26

Construction Management Courses					
RC	101	Construction Print Interpretation	■ □ □ □		3
ARC	101	Materials and Methods of Construction OR			
RC	102	Building Materials	■ □ □ □		3
ARC	221	Site Preparations OR			
RC	105	Building Site Surveying	□ ■ □ □		3
RC	106	Concrete & Foundations	□ ■ □ □		4
RC	108	Construction Safety	□ ■ □ □		2
RC	200	Construction Contracting Rules & Regulations	□ □ ■ ■		3
ARC	204	Estimating Building Construction OR			
RC	202	Building Materials Estimation	□ □ ■ ■		3
ARC	111	Mechanical and Electrical Systems for Buildings	□ □ □ ■		3
ARC	211	Elements of Structural Design OR			
RC	211	Elements of Structural Design	□ ■ □ □		3
*RC	212	Building System Components	□ □ □ ■		3
SUBTOTAL					30
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE					63/64

NOTATIONS:

*A "C" (2.0) minimum grade is required in each asterisked course.

1. As a prerequisite to Residential Construction classes, you must have obtained 19 or better on the numerical skills/math portion of the ASSET test or have completed RC 113.
2. If you are in the 3+1 Northwood University program, see your counselor for your course selection at Delta College during your third year.
3. See page 96 for graduation requirements.
4. Delta College reserves the right to modify program requirements.
5. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.



CRIMINAL JUSTICE

OPTIONS: LAW ENFORCEMENT WITH BASIC POLICE TRAINING (B.P.T.) CERTIFICATION TRACK CORRECTIONS LAW ENFORCEMENT

Associate in Applied Science Degree

The Delta College Criminal Justice program is designed to give you specialized knowledge of law enforcement combined with a broad general educational background. The program offers theoretical, practical, and technical instruction designed to meet an ever-increasing demand and continuous upgrading of personnel by law enforcement agencies. As a graduate of this program, depending on the option chosen, you would be prepared to seek employment as a police officer or in many non-officer (civilian) jobs such as: patrol and security guards, investigator for several government affiliated agencies or private investigation, or in corrections.

			Suggested Sequence	Sem Hrs
General Education Core Courses				
1	CST 132	Computer Literacy on the Macintosh OR		
	CST 133	Intro to Computer Information Technology	■ ■ ■ ■	3/4
*	CJ 110	Introduction to Criminal Justice	■ ■ ■ ■	3
	ENG 111	College Composition I	■ ■ ■ ■	3
	ENG 112	College Composition II	■ ■ ■ ■	3
1	OSE 170	Keyboarding	■ ■ ■ ■	2
2	LW 101	Physical Fitness OR		
	LW 105	Womens Fitness OR		
	LW 111	Circuit Training	■ ■ ■ ■	1
2	LW ---	Lifelong Wellness Elective	■ ■ ■ ■	1
	POL 103	Introduction to American Government	■ ■ ■ ■	3
	PSY 211	General Psychology	■ ■ ■ ■	4
	SOC 211	Principles of Sociology	■ ■ ■ ■	3
	SPH 112	Fundamentals of Oral Communication OR		
	SPH 114	Interpersonal Communications	■ ■ ■ ■	3
SUBTOTAL				29/30

Law Enforcement with Basic Police Training (B.P.T.) Option (see Notation 8):

	BIO 111	Principles of Biology	■ ■ ■ ■	4
*	CJ 111	Police Administration	■ ■ ■ ■	3
*	CJ 112	Police Operations	■ ■ ■ ■	3
*	CJ 210	Introduction to Criminal Investigation	■ ■ ■ ■	3
7*	CJ 220	Crime Laboratory Techniques	■ ■ ■ ■	3
*	CJ 250	Juvenile Offender	■ ■ ■ ■	3
*	CJ 270	Evidence & Criminal Procedures	■ ■ ■ ■	3
*	CJ 271	Criminal Law	■ ■ ■ ■	3
9**	CJ 101	Police Recruit Training	■ ■ ■ ■	6
9**	OSE 153	Police Report Writing	■ ■ ■ ■	1
9**	LW 280	Self-Defense/Fitness	■ ■ ■ ■	2
9**	LWT 175	Advanced First Aid/EM Care	■ ■ ■ ■	3
SUBTOTAL				37

Law Enforcement without Basic Police Training Option (see Notation 3):

	BIO 111	Principles of Biology	■ ■ ■ ■	4
*	CJ 111	Police Administration	■ ■ ■ ■	3
*	CJ 112	Police Operations	■ ■ ■ ■	3
*	CJ 210	Introduction to Criminal Investigation	■ ■ ■ ■	3
7*	CJ 220	Crime Laboratory Techniques	■ ■ ■ ■	3
*	CJ 250	Juvenile Offender	■ ■ ■ ■	3
*	CJ 270	Evidence & Criminal Procedures	■ ■ ■ ■	3
*	CJ 271	Criminal Law	■ ■ ■ ■	3
6	---	General Electives	■ ■ ■ ■	6/8
SUBTOTAL				31/33

Corrections Option (see Notation 3):

*	CJ 230	Introduction to Corrections	■ ■ ■ ■	3
*	CJ 232	Client Relations in Corrections	■ ■ ■ ■	3
*	CJ 233	Client Growth & Development	■ ■ ■ ■	3
*	CJ 235	Correctional Institutions & Facilities	■ ■ ■ ■	3
4*	CJ 236	Community Based Corrections	■ ■ ■ ■	3
*	CJ 238	Legal Issues in Corrections	■ ■ ■ ■	3
	PSY 241	Abnormal Psychology OR		
	CJ 250	Juvenile Offender	■ ■ ■ ■	3
5	SOC 215	Sociology of Minority Groups	■ ■ ■ ■	3
6	---	General Electives	■ ■ ■ ■	7/9
SUBTOTAL				31/33
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE				62

NOTATIONS:

- * A "C" (2.0) minimum grade is required in each asterisked course.
- ** Grade requirement varies. Contact the Criminal Justice Training Center (G-127).
- 1. If you can demonstrate proficiency in these areas, you can substitute additional electives.
- 2. Not required if taking Law Enforcement Basic Police Training (B.P.T.) Option.
- 3. This Criminal Justice Program does not certify you for employment as a police enforcement officer as it does not incorporate the Basic Police Training (B.P.T.) program.
- 4. CJ 236 offered in Fall semester only.
- 5. SOC 215 offered in Winter semester only.
- 6. Careful selection is necessary if electives are chosen to fulfill the MACRAO. Assistance from a Delta College counselor/academic advisor is recommended. Three courses will be intermittently available which will provide students an additional emphasis in management within the law enforcement and corrections option: CJ 275: Probation and Parole (3 cr.), CJ 276: Issues in C.J. Management (3 cr.), CJ 277: Correctional Administration (3 cr).
- MACRAO Agreement: It is recommended that if you are planning to transfer to a four-year college or university, you complete the MACRAO agreement requirements. The intent of this agreement is to ensure that students who complete the basic two-year requirements (general education requirements) at a signatory public community college will have satisfied the basic two-year requirements of the signatory four-year college. These basic two-year requirements include ENG 111/112 and 8 credits each in humanities, social science and natural science. For assistance in program planning to incorporate the MACRAO designation on your transcript, you are advised to contact a Delta College counselor.
- 7. You may substitute a lab science other than Biology for CJ 220. This would be particularly useful for transferring to a 4-year school and helpful in the fulfillment of the MACRAO agreement.
- 8. The Basic Police Training (B.P.T.) can be taken **only** after all of the other courses included for the degree have been successfully completed.
- 9. CJ 101, OSE 153, LW 280, LWT 175 are taken concurrently and together make up the Basic Police Training (B.P.T.) Academy. (12 credits). Contact office of Criminal Justice for details (G-127). LW 280 fulfills the LW requirement for the Associate Degree. A waiver test for OSE 170 can be taken in F42 (Co-op office). If you are in the Basic Police Training (B.P.T.) certification track and have successfully completed the waiver test for OSE 170, you may graduate with 62 credits.
- 10. See page 96 for graduation requirements.
- 11. Delta College reserves the right to modify program requirements.
- 12. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

Corrections Officer Academic Program Information

All Michigan State Corrections Officers hired are required to have 15 semester or 23 quarter hour college credits earned through one of the following options:

Option I. Five specific corrections courses as determined by the Correctional Officer's Training Council. Each course must be passed with a minimum of a "C" grade (2.0 GPA on a 4.0 scale). At Delta, these courses are CJ230, CJ232, CJ233, CJ235, CJ238 and are described in Section VI, Course Descriptions.

Option II. Fifteen credits in the following areas: Psychology, Sociology, Corrections, Criminal Justice, Guidance and Counseling, Educational Psychology, Family Relations. **Only the earning of college credit is required** in this option; therefore, the "C" grade minimum is **NOT** required.

Note: Fulfillment of OPTION I provides priority on the Department of Corrections employment list as compared to fulfillment of OPTION II, and employment will **ONLY** become available for qualified candidates who completed OPTION II after all the qualified candidates with OPTION I were considered. Since the need for Corrections Officers tends to fluctuate, it is recommended you contact the State regarding employment opportunities using OPTION II.

Course Offerings: It is anticipated that at least one section of each of the five courses will be offered in either the Fall and Winter Semesters. Spring/Summer Semester offerings will depend on need and instructor availability. The courses are offered in the evening only, with some Saturday offerings.

Upon successful completion of the five courses, you will receive a certificate of completion, and this should not be confused with completing a certificate program at Delta.

CUSTOM TAILORING AND ALTERATIONS

Certificate Program

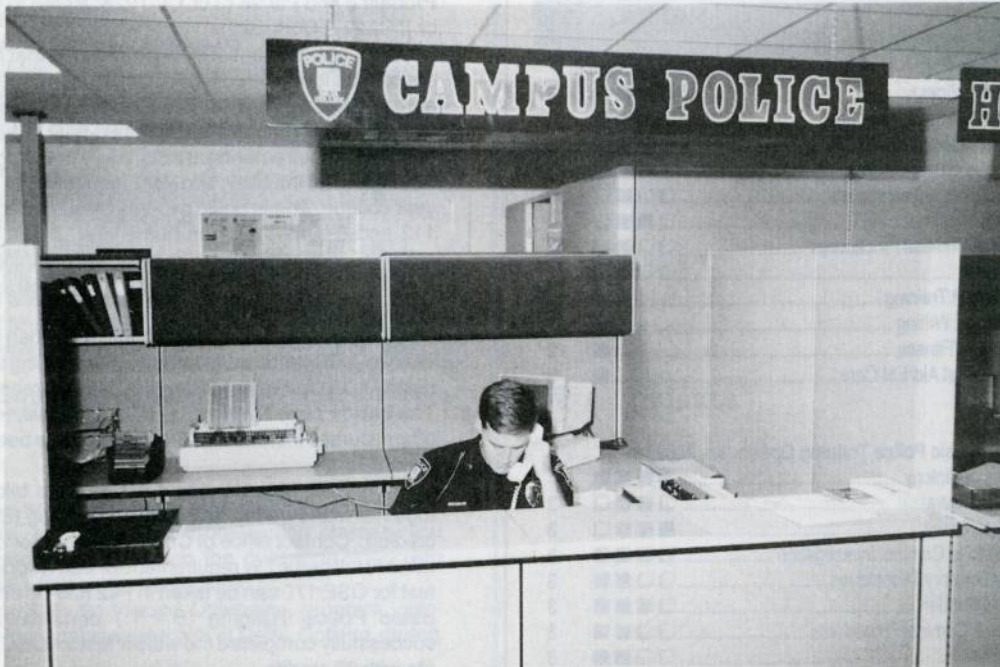
This program will provide education and skill training in the clothing and fashion merchandising business field if you are seeking employment in tailoring occupations, retail fabric, and fashion merchandising. It is designed as a step-out option for employment or the certificate can be used to complete an Associate in Business Studies -- Clothing Specialist Program or Fashion Merchandising Program.

			Suggested Sequence	Sem Hrs
Technical Courses				
FM 110	Apparel Construction and Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
FM 120	Apparel Tailoring	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
FM 150	History and Dynamics of Fashion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
FM 155	Textiles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
FM 170	Fundamental Theories of Fashion Design & Merchandising	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3
FM 210	Apparel Pattern Drafting & Design	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4
FM 220	Advanced Apparel Tailoring	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3
FM 245	Advanced Textiles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4
---	Co-Op or Elective	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2/3

TOTAL CREDITS REQUIRED FOR CERTIFICATE 30/31

NOTATIONS:

1. An Associate degree in Business Studies can be obtained, following the Clothing Specialist Program or Fashion Merchandising Program.
2. See page 96 for graduation requirements.
3. Delta College reserves the right to modify program requirements.



DENTAL ASSISTING

Associate in Applied Science Degree/Certificate

As a graduate of this program, you will be prepared to assist the dentist with treatment procedures at chairside; produce diagnostic aids for interpretation by the dentist; provide oral health instructions for patients; perform laboratory procedures that are required for dental treatment; and perform basic office and record procedures. Upon successfully completing this program, you are eligible to take the certification exam of the American Dental Assistants Association to become a Certified Dental Assistant (CDA) and the Michigan Department of Consumer and Industry Service exam to become a Registered Dental Assistant (RDA). This Delta College program is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the Council on Post-secondary Accreditation and the U.S. Department of Education.

		Suggested Sequence	Sem Hrs
General Education Courses			
ENG 111	College Composition I	■ ■ ■ ■	3
ENG 112	College Composition II	□ ■ ■ ■	3
OR			
OSE 151	Business Communications I	■ ■ ■ ■	(3)
OSE 152	Business Communications II	□ ■ ■ ■	(3)
LW 220	Lifelong Wellness	■ ■ ■ ■	1
#LW ---	Lifelong Wellness Concurrent Requirement	■ ■ ■ ■	1
POL 103	Introduction to American Government	■ ■ ■ ■	3
PSY 101	Applied Psychology OR		
PSY 211	General Psychology	■ ■ ■ ■	3/4
SPH 114	Interpersonal Communications	■ ■ ■ ■	3
SUBTOTAL			17/18

#LW Concurrent Requirement

LW 101	Fitness for Life	LW 157	Step Aerobics
LW 111	Circuit Training	LW 159	Fitness Walking
LW 151	Kickboxing	LW 174	Swimming III - Conditioning
LW 153	Dance Aerobics	LW 183	Water Aerobics I
LW 155	Slide Aerobics	LW 204	Bicycling

Dental Assisting Courses Required: These courses must be taken in the sequence specified.

FALL SEMESTER ONLY

> * BIO 102	Microbiology & Infection Control	■ □ □ □	2
> * DA 110	Preclinical Dental Assisting	■ □ □ □	5
> * DA 113	Oral Anatomy & Physiology	■ □ □ □	4
> * DA 114	Dental Materials I (7-1/2 weeks)	■ □ □ □	1
> * DA 117	Dental Health & Nutrition	■ □ □ □	1
> * HSC 140	Basic Medical Emergencies	■ □ □ □	2
SUBTOTAL			15

WINTER SEMESTER ONLY

> * BIO 101	Anatomy & Physiology	□ ■ □ □	4
> * DA 120	Clinical Dental Assisting	□ ■ □ □	6
> * DA 123	Dental Radiology	□ ■ □ □	2
> * DA 123L	Dental Radiology Lab	□ ■ □ □	2
> * DA 125	Dental Materials II	□ ■ □ □	2
SUBTOTAL			16

SPRING SESSION ONLY

> * DA 128	Expanded Dental Functions	□ □ ■ □	3
> * DA 129	Dental Office Management	□ □ ■ □	3
SUBTOTAL			6

SPRING SEMESTER ONLY

> * DA 130	Dental Assisting Internship	□ □ □ ■	7
> * DA 133	Dental Assisting Internship Seminar	□ □ □ ■	1
SUBTOTAL			8
TOTAL			45

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 62/63
TOTAL CREDITS REQUIRED FOR CERTIFICATE 45

> **CERTIFICATE OPTION** - A Certificate will be awarded when you successfully complete courses preceded by a greater than sign ">".

NOTATIONS:

* A "C" (2.0) minimum grade is required in each asterisked course.

- Due to the limited capacity of the college dental facilities and the specific requirements of the Commission on Accreditation of Dental and Dental Auxiliary Educational Programs, enrollment is limited. You may complete courses BIO 101, BIO 102, and HSC 140 with a minimum C (2.0) grade in each prior to enrollment in the Dental Assisting Sequential courses.
- Dental Assisting courses are offered day hours **only** and **must be taken together** in the sequence shown.
- If you successfully complete ("C"/2.0 grade in both) BIO 131 and 132 prior to enrollment in DA courses, you will be able to waive BIO 101.
- Once admitted to the DA course sequence, you will be required to have a negative TB test during your first semester and then be required to have a physical exam including a negative Hepatitis Carrier B test prior to enrolling in DA 120 (second semester of the Dental Assisting sequential courses). A Hepatitis B vaccination is strongly recommended by the faculty and by the Commission on Dental Accreditation.
- In addition to tuition and textbook costs, you must purchase laboratory attire and other infectious disease barriers. You must provide your own transportation to dental office facilities and internship office assignments.
- You must have valid CPR Certification throughout the third semester of the Dental Assisting Sequential courses and are required to take the Certification Exam and Registered Dental Assistant Exam.
- You must achieve a "C" (2.0) or better grade in each DA course to be eligible to continue enrollment in this program.
- Validation is **not** required for **this** Health program.
- See page 96 for graduation requirements.
- Delta College reserves the right to modify program requirements.
- If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

Also see "Dual Degrees"

DENTAL ASSISTING CDA/RDA TRANSITION TRACK

Certificate Program

This is an alternative Dental Assisting Program designed for currently Certified Dental Assistants seeking to become registered in the State of Michigan as licensed Dental Assistants. Upon successfully completing this program, you are able to take the Michigan Department of Consumer and Industry Services exam to become a Registered Dental Assistant (RDA). You must be a Certified Dental Assistant having passed DANB exams which include General/Chairside, ICE and Radiology to enroll as approved by the Delta College Health & Wellness Division Chair. See *Dental Assisting Coordinator* before enrolling.

Entry Requirements

	Suggested Sequence	Sem Hrs
5 Certified Dental Assistant (CDA) Experience		30
Experience		

Clinical Course Work

* BIO 101	Intro to Anatomy & Physiology or equivalent	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4
* DA 119	CDA Practical	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	8
* DA 128	Expanded Dental Functions	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	3
	SUBTOTAL		15
	TOTAL		45

For an Associate Degree, see Dental Assisting Associate in Applied Science Degree/Certificate general education requirements, and talk with a health cluster counselor or advisor in Counseling.

NOTATIONS:

* A "C" (2.0) minimum grade is required in each asterisked course.

1. You will be required to have a negative TB test, physical exam and a negative Hepatitis B Carrier test. A Hepatitis B vaccination is strongly recommended.
2. You must have a valid CPR Certification throughout the Dental Assisting courses.
3. Some infection control protective barriers must be purchased. You must supply your own transportation to clinical/dental office facilities.
4. Validation is not required for this health program.
5. You may be granted 30 credits for a current CDA Certification in the State of Michigan accepted as State-certified training applicable to the Health Care Services (CDA) occupational curricula at Delta College as approved by the Delta College Health and Wellness Division Chair.
6. See page 96 for graduation requirements.
7. Delta College reserves the right to modify program requirements.



"Student's Quote"

Alicia Wells, of Bay City: *"Delta is close to home and affordable. I like the fact that I'm able to save money and can transfer to a four-year school without losing credits. Delta really does make a difference for its students."*

DENTAL HYGIENE

Associate in Applied Science Degree

As a graduate of this program, you will have the knowledge and skills to provide preventive and therapeutic treatments and services prescribed by and under the supervision of the dentist. Specific responsibilities vary, depending on the law of the state where you are employed, but generally include: scaling and root debridement; application of topical fluoride and medicines for the prevention of tooth decay; taking impressions and preparing diagnostic models; expose, process and mount dental radiographs; provide instructions for patient self-care and nutritional counseling; and perform laboratory procedures. Upon successfully completing this program, you will be eligible to take the National, Regional and State Board Examinations for Dental Hygiene licensure, since Delta College's program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education.

General Education Courses

		Suggested Sequence	Sem Hrs
1* BIO 131	Anatomy and Physiology I	■ ■ □ □	4
* BIO 132	Anatomy and Physiology II	□ ■ ■ □	4
* BIO 203	General Microbiology	□ □ ■ ■	4
* DH 100	Dental Hygiene Profession	□ ■ ■ ■	1
* DH 101	Dental Anatomy	□ □ ■ ■	2
# ENG 111	College Composition I	■ □ □ □	3
# ENG 112	College Composition II	□ ■ □ □	3
# POL 103	Introduction to American Government OR		
POL 111	American Government & Politics OR		
POL 212	State & Local Government	■ ■ ■ ■	3/4
# PSY 101	Applied Psychology OR		
# PSY 211	General Psychology	■ ■ ■ ■	3/4
# SOC 211	Principles of Sociology	■ ■ ■ ■	3
# SPH 114	Interpersonal Communications	■ ■ ■ ■	3
	SUBTOTAL		33/35

Prior to attempting to register to begin the clinical sequence, you must complete the "Validation Application for Health Clinical Programs" and be officially validated. See page 33 of this catalog for the required procedures.

Clinical Course Sequence

First Semester (Fall)

*DH 110	Dental Infection Control	2
*DH 111	Oral Examinations	1
*DH 112	Medical Assessment/Emergencies	2
*DH 114	Oral Health	2
*DH 115	Clinical Techniques	5
*DH 116	Preventive Nutrition	3
*DH 118	Head and Neck Anatomy	3
	SUBTOTAL	18

Second Semester (Winter)

*DH 120	Periodontics I	3
*DH 121	Dental Hygiene Seminar I	2
*DH 122	Oral Histology and Embryology	3
*DH 123	Dental Radiography	2
*DH 123 L	Dental Radiography Lab	1
*DH 125	Clinical Dental Hygiene I	4
LW 206A	Occupational Wellness 1	1
	SUBTOTAL	16

Third Semester (Spring Session)

*DH 124	Pharmacology	2
*DH 131	Dental Hygiene Seminar II	1
*DH 135	Clinical Dental Hygiene II	3
LW 206B	Occupational Wellness 2	.5
	SUBTOTAL	6.5

Fourth Semester (Fall)

*DH 210	Periodontics II	2
*DH 213	Oral Pathology	3
*DH 214	Dental Materials	4
*DH 215	Clinical Dental Hygiene III	6
*DH 216	Community Dentistry I	2
LW 206C	Occupational Wellness 3	.5
	SUBTOTAL	17.5

Fifth Semester (Winter)

*DH 220	Introduction to Orthodontics	2
*DH 222	Case Study Documentation	1
*DH 225	Clinical Dental Hygiene IV	6
*DH 227	Community Dentistry II	1
*DH 228	Dental Hygiene Seminar III	1
	SUBTOTAL	11

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 102/104

The following courses might improve your knowledge base for Dental Hygiene: HSC 105, CIS 118, CHM 111.

NOTATIONS:

* A "C" (2.0) minimum grade is required in each asterisked course.

With a GPA of 2.0 over all

1. Prior to enrolling in BIO 131, you must either successfully complete BIO 130 or pass the BIO 130 challenge exam.
2. It is highly recommended that you make an appointment with the Health and Wellness Counselor to go over the prerequisites and discuss your career choice prior to starting your prerequisites.
3. A maximum of 18 students will be accepted each Fall Semester for the Dental Hygiene courses.
4. Prerequisite qualifications are: a) high school graduate or GED equivalent; b) be admitted to Delta College; c) submit to Delta College complete transcripts from high school and other colleges attended; d) successfully complete prerequisite courses prior to clinical enrollment including a "C" (2.0) minimum grade in each of the following courses: BIO 131, 132, 203, DH 100, 101 and a "C" (2.0) grade average in each of the following courses: ENG 111, 112, POL 103 or 111 or 112, PSY 101 or 211, SOC 211, SPH 114; e) follow the validation procedures as outlined on page 33 of this catalog once you have completed the prerequisites (or in the last semester of completion).
5. Almost all Dental Hygiene courses are offered day hours only and must be taken together in the sequence shown. You must achieve a minimum C (2.0) grade in each Dental Hygiene course to be eligible to continue in the program.
6. After enrolling in clinical, you must have a complete physical examination, including negative TB and Hepatitis B carrier test. It is highly recommended that you talk to your family physician about receiving the Hepatitis Vaccine before you start the professional course sequence of Dental Hygiene. The current physical examination must confirm you are free from communicable diseases and capable of performing the duties necessary for the safe care of patients. Any student who is not in compliance with the physical exam/health requirements will not be allowed to begin or continue this curriculum.
7. You must maintain a current CPR certification "for the professional health care provider" throughout your enrollment in the Dental Hygiene courses.
8. In addition to tuition, fees and textbook costs, you must purchase laboratory coats, clinic shoes, safety glasses, and the Dental Hygiene Instrument Kit (additional costs approximately \$1,500).
9. A student who voluntarily withdraws from the sequence but desires to re-enter the program must complete the re-entry policy procedures of this program (details are available from and should be discussed with the Health and Wellness Division Chair or the Dental Hygiene Coordinator).
10. See page 96 for graduation requirements.
11. Delta College reserves the right to modify program requirements.
12. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

Also see "Dual Degrees"

DUAL DEGREES

OPTIONS:

**AUTOMOTIVE SERVICE TECHNOLOGY
DENTAL ASSISTING/GENERAL MANAGEMENT
DENTAL HYGIENE/GENERAL MANAGEMENT
HEALTH CARE SERVICES/PARAMEDIC
NURSING/GENERAL MANAGEMENT
PHYSICAL THERAPIST ASSISTANT/GENERAL
MANAGEMENT
RADIOGRAPHY/GENERAL MANAGEMENT
RESPIRATORY CARE/GENERAL MANAGEMENT
SURGICAL TECHNOLOGY/GENERAL MANAGEMENT**

Associate in Applied Science Degree AND Associate in Business Studies Degree

Dual Associate degrees are available in several health curricula and the Automotive Service Technology curricula with the General Management Program. Generally, the requirements are completed simultaneously; however, the business courses normally will be completed prior to beginning your clinical sequence. Your diploma will list both the Associate in Applied Science Degree and the Associate in Business Studies Degree.

In addition to completing all the courses for an approved applied science program (see above), you must complete a minimum of 24 additional credits from the courses listed below.

If you have no prior college degree you will have to earn a **minimum** of 86 credits to earn a Dual Degree (62 for the Health Degree, 64 for the Automotive Service Technology Degree, and 24 for the Business Degree).

If you have earned a degree previously you may not use courses from that degree to satisfy the requirements of a "Dual Degree". It is possible that your previous degree may have included one or more of the required business courses (GB 153, 245). You do not have to retake such classes, but must replace them from the list of approved business courses under the dual degree to complete an additional 24 credits for the Dual Degree.

	Sem Hrs
Business Courses	
GB 153 Introduction to Business	3
*GB 245 Principles of Management	3

The other 18 credits are to be selected from the following courses:

1ACC 111 Introductory Accounting	4
1ACC 211 Principles of Accounting I	4
ACC 212 Principles of Accounting II	4
CST 133 Introduction to Computer Information Technology OR	
CST 134 Micro Computers in Business Using MS Office	3/4
CST 204 Microsoft Word: Intermediate	2
ECN 221 Principles of Economics I	4
GB 110 Business Math	3
GB 243 Principles of Marketing	3
GB 246 Supervision	3
GB 251 Business Law	3
GB 256 Human Resource Management I	3
OSE 151 Business Communications I	3
OSE 152 Business Communications II	3
OSE 170 Keyboarding OR	2
CST 104 Microsoft Word Foundations	1
OSE --- Software course of your choice	varies
SUBTOTAL	24/25

CREDITS REQUIRED FOR A DUAL DEGREE VARY
ACCORDING TO THE CHOSEN HEALTH CURRICULA

NOTATIONS:

* A "C" (2.0) minimum grade is required in each asterisked course.

1. Credit may only be earned in either ACC 111 or 211.
2. Student Re-entry procedures are printed in the handbook given to all clinical students.
3. See page 96 for graduation requirements.
4. Delta College reserves the right to modify program requirements.
5. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.



(NON-DEGREE) BASIC EMERGENCY MEDICAL TECHNICIAN

Basic Emergency Medical Technicians provide basic emergency, prehospital care to patients involved in accidents, injuries, or sudden illness. Places of employment include fire and police departments, rescue operations, ambulance services, hospitals, and industrial sites. Successful completion (minimum "C" 2.0 grade) of the EMT program will result in eligibility to write the State of Michigan Basic EMT examination.

Basic Program Requirements

* EMT110	Basic Emergency Medical Technician 1	■	4
* EMT111	Basic Emergency Medical Technician 2	■	4
* EMT112	Basic Emergency Medical Technician 3	■	3
* EMT102	Basic EMT Field Experience	■	1
TOTAL			12

Recommended Elective

* HSC105	Medical Terminology	2
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NOTATIONS:

- * A "C" (2.0) minimum grade is required in each asterisked course.
- 1. Basic EMT courses must be taken together in the sequence shown.
- 2. Current CPR certification (for the Professional Rescuer) must be maintained throughout enrollment in the Basic EMT program. Photocopy of current CPR card must be turned in to instructor at first class meeting.
- 3. Upon enrollment in the Basic EMT sequence, students must provide a current Health Appraisal form (to College Health Office) including a negative TB test. Physical examination must confirm that student is free from communicable disease.
- 4. Prior to Field Experience, students must provide proof of Hepatitis B vaccine immunization OR student must submit a signed waiver form (available from Health and Wellness secretary N-141).
- 5. See page 96 for graduation requirements.
- 6. Delta College reserves the right to modify program requirements.

Also see *Fire Science Program, EMT Option*



Associate in Applied Science Degree/ Certificate

Successful completion of the program will prepare you for employment as a hazardous materials technician, safety technician, solid waste technician, recycling technician, or as a team member in environmental consulting firms. Skills and knowledge that you should possess as a result of completing the program include: understanding of the specific safety and environmental regulations related to the work environment; familiarity with computers; basic understanding of chemical terminology; ability to read technical materials and translate what is read into action; ability to write comprehensible reports; ability to keep records; ability to make routine mathematical computations; understanding of how environmental regulations are formulated, and; understanding of the interrelated nature of environmental problems.

	Suggested Sequence	Sem Hrs
General Education Courses		
> ENG 111 College Composition I	■ ■ ■ ■	3
> ENG 113 Technical Communications	□ ■ ■ ■	3
GLG 130 Environmental Geology (recommended) OR		
GLG 111 Physical Geology	■ ■ ■ ■	4
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
4 MTH 119 Intermediate Algebra	□ ■ ■ ■	4
MTH 208 Elementary Statistics	□ □ ■ ■	3
POL 103 Introduction to American Government	■ ■ ■ ■	3
SPH 112 Fundamentals of Oral Communication OR		
SPH 114 Interpersonal Communications	■ ■ ■ ■	3
2 --- --- Electives	□ ■ ■ ■	3
SUBTOTAL		28

Basic Program Requirements		
> BIO 110 Environmental Science	■ ■ ■ ■	4
> CHM 105 Technical Chemistry I	■ ■ ■ ■	5
> CHM 106 Technical Chemistry II	□ □ ■ ■	5
CHM 230 Chemical Analysis/Instrumentation	□ □ ■ ■	4
> CST 132 Computer Literacy on the Macintosh	■ ■ ■ ■	3
> ENV 100 Environmental Regulations	■ ■ ■ ■	3
1> ENV 151 HAZWOPER Training	■ ■ ■ ■	2.7
1> ENV 152 Emergency Response to Industrial Spills	■ ■ ■ ■	1.6
1> ENV 153 Confined Space Training	■ ■ ■ ■	1.3
1> ENV 154 Hazardous Materials Shipping and Handling	■ ■ ■ ■	0.4
> PHY 101 Applied Physics	□ □ ■ ■	4
SUBTOTAL		34

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 62
TOTAL CREDITS REQUIRED FOR CERTIFICATE 36

> **CERTIFICATE OPTION:** A certificate will be awarded when you successfully complete courses preceded by a greater than sign ">".

NOTATIONS:

1. ENV 151, ENV 152, ENV 153, and ENV 154 are presented as a series of training modules offered through Delta College Corporate Services. All training components are those required and detailed through OSHA Hazardous Material Training as well as other State and Federal regulations. Upon presentation of verification of completion of each of these modules to the chairperson of the Science Division, the student will receive the indicated amount of academic credit. This sequence of classes has fees in addition to normal tuition and fees. Cost for the entire series is approximately \$1,200.
2. Electives: If you are considering transferring to a university, review the Associate in Science degree requirements in the catalog and see a counselor since requirements of various transfer schools differ.
3. If you have high school background in chemistry and math or ASSET scores that meet this objective you should consider higher level chemistry and math courses. This is particularly important for students who wish to transfer to a university to pursue a baccalaureate degree. Consult a counselor for appropriate courses and waiver.
4. Prior to enrollment, you must have an ASSET score of 38 (Elementary Algebra), 31 (Intermediate Algebra), or 28 (College Algebra), or an ACT score of 19 in Math, or COMPASS score of 41 (Algebra). You are advised to take MTH 097 if your algebra skills are weak.
5. See page 96 for graduation requirements.
6. Delta College reserves the right to modify program requirements.
7. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.



FASHION MERCHANDISING

Associate in Business Studies Degree

This program can lead to careers in fashion buying, fashion merchandising, fashion design, bridal consulting, fashion show coordinating, and fashion display. The merchandisers of fashion perform numerous jobs such as, buying, selling, fashion writing, coordination, fashion illustration, bridal consulting, fashion show coordination, display and promotion work and serving fashion and educational representatives for pattern companies, accessory, and fabric manufacturers.

		Suggested Sequence	Sem Hrs
General Education Courses			
ART 115	Basic Design - 2 Dimensional	■ □ □ □	3
LW ---	Lifelong Wellness Elective	■ ■ ■ ■	1
LW ---	Lifelong Wellness Elective	■ ■ ■ ■	1
POL 103	Introduction to American Government	■ ■ ■ ■	3
PSY 101	Applied Psychology OR		
PSY 211	General Psychology	■ ■ ■ ■	3/4
SUBTOTAL			11/12

Basic Program Requirements

*CED 122	Cooperative Education	□ □ □ ■	3
CST 133	Introduction to Computer Information Technology	■ ■ ■ ■	4
FM 150	History & Dynamics of Fashion	■ □ □ □	3
*FM 151	Display	□ ■ ■ ■	3
*FM 155	Textiles	■ ■ ■ ■	3
*FM 170	Fund Theories of Fashion Design & Merchandising	□ ■ ■ ■	3
*FM 240	Fashion Coordination	□ □ □ ■	3
GB 110	Business Mathematics	■ ■ ■ ■	3
GB 143	Principles of Advertising	■ ■ ■ ■	3
GB 145	Principles of Sales	■ ■ ■ ■	3
GB 153	Introduction to Business	■ ■ ■ □	3
GB 247	Principles of Retailing	□ □ □ ■	3
*GB 248	Principles of Buying for Resale	□ □ □ ■	3
*OSE 151	Business Communications I	■ □ □ □	3
OSE 152	Business Communications II	□ ■ ■ ■	3
---	General Elective(s)	■ ■ ■ ■	4/5
SUBTOTAL			49/50
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE			62

NOTATIONS:

* A "C" (2.0) minimum grade is required in each asterisked course.

1. The above program is intended to prepare you for a career upon graduation from Delta College. If you plan to transfer to a four-year college, you should consult a counselor.

2. See page 96 for graduation requirements.

3. Delta College reserves the right to modify program requirements.

4. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

FINANCIAL INSTITUTION MANAGEMENT

OPTIONS: BANKING MANAGEMENT CREDIT UNION MANAGEMENT

Associate in Business Studies Degree/ Certificate

This program is designed to provide you with entry opportunities into the financial field as well as training if you are a current employee who desires to increase and upgrade your skills and knowledge of finance. Job opportunities are available in banks, savings and loan associations, credit unions, and agencies within areas such as: commercial and installment loan departments; real estate mortgage departments; check processing; bank operations supervision; computer programming; auditing and accounting. These programs are offered in conjunction with A.I.B. (American Institute of Banking) and I.F.E. (Institute of Financial Education, and C.U.N.A. - Credit Union National Association).

Financial Institution Management students must complete the required General Education courses listed below plus the courses listed in one of the areas of specialization.

		Suggested Sequence	Sem Hrs
General Education Courses			
>CST 133	Introduction to Computer Information Technology	■ ■ ■ ■	4
>ECN 221	Principles of Economics I	□ ■ ■ ■	4
GB 110	Business Mathematics	■ □ □ □	3
GB 153	Introduction to Business	■ □ □ □	3
GB 243	Principles of Marketing	□ ■ ■ □	3
GB 245	Principles of Management	□ ■ ■ □	3
OSE 151	Business Communications I	■ □ □ □	3
OSE 152	Business Communications II	□ ■ ■ □	3
LW ---	Lifelong Wellness Elective	■ ■ ■ ■	1
LW ---	Lifelong Wellness Elective	■ ■ ■ ■	1
POL 103	Introduction to American Government	■ ■ ■ ■	3
SUBTOTAL			31

Banking Management Option

>ACC 211	Principles of Accounting I OR		
>ACC 111	Introductory Accounting	■ □ □ □	4
>AIB 124	AIB Law & Banking OR		
>GB 251	Business Law I	□ □ □ □	3
GB 252	Business Law II	□ □ □ ■	3
>AIB 160	Principles of Banking	■ ■ ■ □	3
>AIB 173	Consumer Lending	□ □ □ ■	3
>AIB 117	Understanding and Selling Bank Products	■ □ □ □	2
3AIB ---	Elective OR		
3ECN 222	Principles of Economics II	■ ■ ■ ■	3/4
3 ---	Electives	■ ■ ■ ■	10/9
SUBTOTAL			31

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 62
TOTAL CREDITS REQUIRED/CERTIFICATE 24

Credit Union Management Option

*ACC 211	Principles of Accounting I	■ ■ ■ □	4
*CRM 160	Introduction to Credit Unions	■ □ □ □	3
CRM 201	Credit Union Fin. Counseling & Member Relations	□ □ □ □	3
CRM 212	Credit Union Accounting	□ ■ □ □	3
*AIB 173	Consumer Lending	□ □ □ ■	3
*GB 251	Business Law	□ ■ ■ ■	3
*GB 256	Human Resource Management I	□ □ □ ■	3
---	Electives	■ ■ ■ ■	9
SUBTOTAL			31
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE			62

CERTIFICATE OPTION - Financial Institution Management/Banking Management - Completion of courses marked > (23 credits) plus one credit of AIB or GB elective (24 credits minimum).

NOTATIONS:

* A "C" (2.0) minimum grade is required in the Credit Union Management Program in each asterisked course.

- This program is intended to prepare you for a career upon graduation from Delta College. If you plan to transfer to a four-year college, you should consult a counselor.
- It is strongly recommended that students who might desire a 4 year bachelors degree take ACC 211 and complete the accounting sequence by electing ACC 212 Principles of Accounting II.
- If you take an AIB elective of 3 credits, you will need to take 10 credits of electives. If you take ECN 222 4 credits, you will need to take 9 credits of electives.

FIRE SCIENCE TECHNOLOGY

OPTIONS:

FIRE FIGHTER TECHNICIAN
FIRE INVESTIGATION/PREVENTION
FIRE SCIENCE TECHNOLOGY
EMT
INDUSTRIAL/COMMERCIAL SECURITY & SAFETY
LEADERSHIP AND TRAINING

Associate in Applied Science Degree

This Associate degree program in Fire Science Technology is designed to provide vocational and technical skills which will provide you with educational credentials for employment or promotional opportunities. Students graduating may enroll in the 3+1 BBS Fire Administration Degree Program.

Nature of Work: Fire Science Technology is an applied science that embraces a wide range of knowledge leading to the control or prevention of fire and the handling of hazardous materials. This program is designed for the entering college student, the professional fire fighter, and persons employed in a broad range of occupations related to fire science and safety. Technical competency prepares you for managerial and leadership positions in municipal, industrial, or business entities.

Fire Fighter Technician: As a Fire Fighter, you will respond to emergency calls, control and extinguish fires, mitigate hazards, protect life and property, and maintain equipment. You will be responsible for proper use and maintenance of equipment, educating the public, responding to emergencies and developing pre-incident plans to protect the community against loss of life and property.

Fire Investigation/Prevention: As a Fire Safety Inspector, you will be involved in education, enforcement, engineering, and fire investigation. Your work will involve fire safety education, inspecting and enforcing fire codes, plan review, testing of fire protection systems, maintaining exitways, inspecting flammable liquid storage, determining cause and origin of fires, preserving evidence, and testifying in arson cases.

EMT: As an Emergency Medical Technician, you will provide basic emergency prehospital care to patients involved in accidents, injuries, or sudden illness. Places of employment include fire and police departments, rescue operations, ambulance services, hospitals, and industrial sites.

Industrial/Commercial Security and Safety: You will perform inspections of industrial and commercial buildings to detect fire and safety hazards, and make recommendations for improvements for loss prevention management. Your duties will include examining interiors and exteriors of industrial settings for violation of federal, state, and local requirements.

Leadership & Training: You will provide the command and educational functions for public or private entities. Responsibilities include all major functions at emergency scenes, training of personnel, safety and overall management of resources.

	Suggested Sequence	Sem Hrs
General Education Core Courses		
* ENG111 College Composition I	■ □ □ □	3
* ENG112 College Composition II OR		
* ENG113 Technical Communications	□ ■ □ □	3
1 LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
1 LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
* POL103 Introduction to American Government	■ ■ ■ ■	3
* PSY101 Applied Psychology OR		
* SPH114 Interpersonal Communications OR		
* SPH112 Fundamentals of Oral Communication	■ ■ ■ ■	3
SUBTOTAL		14

Fire Science Core Courses		
* FST101 Introduction to Fire Science	■ □ □ □	3
* FST102 Fireground Tactics	■ ■ ■ ■	3
* FST103 Building Materials and Construction	■ ■ ■ ■	3
*3 FST104 Arson Awareness OR		
* FST230 Fire Safety Education	■ ■ ■ ■	3
* FST105 Hazardous Materials I	■ ■ ■ ■	3
* FST107 Fire Protection Systems I	■ ■ ■ ■	3
* CST133 Introduction to Computer Information Technology OR		
* FST133 Computer Aided Management		
Emergency Operations	■ ■ ■ ■	4/3
SUBTOTAL		21/22

	Suggested Sequence	Sem Hrs
I. Fire Fighter Technician Option		
* FST111 Fire Fighter IA	■ □ □ □	6
* FST112 Fire Fighter IB	□ ■ □ □	6
* FST211 Fire Fighter II	□ □ □ □	4
* FST301 Incident Command System	□ □ ■ ■	1
----- General Electives	■ ■ ■ ■	4
4 ----- Approved Electives	■ ■ ■ ■	6
SUBTOTAL		27
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE		62

II. Fire Investigation/Prevention Option		
* CJ210 Introduction to Criminal Investigation OR		
* FST224 Fire Investigations	□ ■ ■ ■	3
*3 FST104 Arson Awareness OR		
* FST230 Fire Safety Education	□ ■ ■ ■	3
* FST205 Hazardous Materials II	□ ■ ■ ■	3
* FST206 Confined Space Management OR		
* FST207 Fire Protection Systems II	□ ■ ■ ■	3/4
* FST231 Fire Service Law	□ ■ ■ ■	3
----- General Electives	■ ■ ■ ■	5/6
4 ----- Approved Electives	■ ■ ■ ■	6
SUBTOTAL		26/28
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE		62

III. Fire Science Technology Option		
4 ----- Approved Electives	■ ■ ■ ■	18
----- General Electives	■ ■ ■ ■	9
SUBTOTAL		27
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE		62

IV. EMT Option		
2* EMT102 Basic EMT Field Experience	■ ■ ■ ■	1
2* EMT110 Basic Emergency Medical Technician 1	■ ■ ■ ■	4
2* EMT111 Basic Emergency Medical Technician 2	■ ■ ■ ■	4
2* EMT112 Basic Emergency Medical Technician 3	■ ■ ■ ■	3
* FST301 Incident Command System	■ ■ ■ ■	1
4 ----- Approved Electives	■ ■ ■ ■	6
----- General Electives	■ ■ ■ ■	8
SUBTOTAL		27
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE		62

V. Industrial/Commercial Security and Safety Option		
* CJ182 Introduction to Security	■ ■ ■ ■	3
* FST205 Hazardous Materials II	□ □ ■ ■	3
* FST206 Confined Space Management OR		
* FST207 Fire Protection Systems II	□ □ ■ ■	4/3
* FST231 Fire Service Law	■ ■ ■ ■	3
* IS118 Industrial Safety	■ ■ ■ ■	2
----- General Electives	■ ■ ■ ■	6/7
4 ----- Approved Electives	■ ■ ■ ■	6
SUBTOTAL		26/28
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE		62

VI. Leadership & Training Option		
* IS110 Industrial Supervision OR		
* FST203 Fireground Management	■ ■ ■ ■	3
* FST202 Company Management OR		
* FST206 Confined Space Management	□ ■ ■ ■	3/4
* FST204 Fire Science Instructional Methodology	□ ■ ■ ■	3
* FST231 Fire Service Law	□ ■ ■ ■	3
*3 FST104 Arson Awareness OR		
* FST230 Fire Safety Education	□ ■ ■ ■	3
----- General Electives	■ ■ ■ ■	5/6
4 ----- Approved Electives	■ ■ ■ ■	6
SUBTOTAL		26/28
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE		62

Approved Electives (see Notation 4)		
* CJ137 Current Issues in Security		3
* FST114 Firefighter Safety & Survival		0.8
* FST115 Managing Company Tactical Operations: Preparing (MCTO:P)		0.8
* FST116 Building Construction Principles		0.8
* FST117 Managing Company Tactical Operations: Decision Making (MCTO:D)		0.8
* FST118 Records and Reports		0.4
* FST120 Fire Service Educational Methodology		1
* FST200 Fire Officer II		3

(continued on next page)

Approved Electives (continued):

	Sem	Hrs
* FST 213 Managing Company Tactical Operations: Tactics (MCTO:T)	0.8	
* FST 214 Arson Detection for the First Responder	0.8	
* FST 215 Introduction to Fire Inspection Principles and Practices (IFIPP)	2	
* FST 216 Building Construction Non-combustible/Fire Resistive	0.8	
* FST 217 Fire Service Supervision: Personal Effectiveness	0.8	
* FST 218 Fire Service Supervision: Team Effectiveness	0.8	
* FST 240 Internship in Fire Science	2	
* FST 300 Fire Officer III	3	
* FST 301 Incident Command System	1	
* FST 302 Leadership I Strategies for Company Success	1	
* FST 303 Leadership II Strategies for Personal Success	1	
* FST 304 Leadership III Strategies for Supervisory Success	1	
* FST 305 Firefighter Health and Safety: Program Implementation & Management	1	
* FST 306 Shaping the Future	1	
* FST 307 Incident Safety Officer	1	
* FST 308 Health and Safety Officer	1	
* FST 332 Advanced Fire Administration	3	
* FST 334 Fire Prevention Organization/Management	4	
* FST 338 Contemporary Issues in Fire Service	3	
* GB 243 Principles of Marketing	3	
* GB 265 International Business	3	
* IS 104 Construction Foreman Training	3	
* IS 120 Supervisor/Employee Relations	3	
* PHL 203 Business Ethics	3	
* QA 191 Quality Teamwork	1	
* SPH 202 Oral Communications for Managers	3	

NOTATIONS:

* A "C" (2.0) minimum grade is required in each asterisked course.

1. Recommended Lifelong Wellness classes are LW 111, 171, 172, 173, or 174.
2. Before being admitted to the Delta College Basic EMT sequence, you must provide evidence of completion of a recent physical exam. This exam confirms that you are free of communicable diseases, and capable of performing duties necessary for safe patient care. The minimum requirement to be licensed as a Michigan EMT is successful completion of the Delta College courses EMT 110, 111, 112, and 102 with "C" (2.0) minimum grades and the passing of the State of Michigan Basic EMT exam. Other students who are enrolled in the Fire Science program and hold a current EMT license may receive credit by presenting a copy to Records and Registration.
3. The Fire Investigation/Prevention Option and the Leadership and Training Option require both FST 104 and FST 230. Whichever of these two courses you do not take with the Core Courses needs to be taken with the option courses.
4. Approved Fire Science Technology (FST) electives can be any combination of required (non-elective) courses in the other options and those listed as approved electives.
5. See page 96 for graduation requirements.
6. Delta College reserves the right to modify program requirements.
7. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.



NOTATIONS:

1. Exchange Academic program can be applied with the following:
2. Up to 15 credits may be applied for the following:
3. See page 96 for graduation requirements.
4. Delta College reserves the right to modify program requirements.
5. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

GRAPHIC ARTS TECHNOLOGY

OPTIONS: DESIGN PRINTING

Associate in Applied Science Degree/Certificate

Printing: This program is designed to give you the knowledge and skills to prepare art and copy materials for press and to operate printing equipment. The Printing Option provides education in the conventional printing and platemaking procedures, including camera operation, developing negatives and film assembly (stripping), as well as electronic pre-press procedures and film assembly done with computer hardware and software. Lithography or photo offset printing is the dominant method of printing today. As a Lithographer, you will be responsible for a variety of printing activities including photographing copy and pictures, making the printing plates and producing the printed page.

Design: The Graphic Arts Technology Design Option concentrates on helping you develop creative thinking processes, solutions to specific design problems, and aesthetic awareness. It will give you the technical knowledge and skills demanded of today's artist/designer for output of printed and digital communications. As a Graphic Designer, you will plan, design and draw illustrations for all types of advertisements, displays, television commercials, books, magazine articles and advertisements, posters, calendars, and hundreds of other items. You will also create movie and television cartoons, be involved in fashion illustration, greeting card illustration, industrial design, multi-media, software design, Web page design and many other kinds of art work.

	Suggested Sequence	Sem Hrs
General Education Courses		
ENG 111 College Composition I	■ □ □ □	3
ENG 112 College Composition II OR		
ENG 113 Technical Communications	□ ■ ■ □	3
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
POL 103 Introduction to American Government OR		
POL 111 American Government and Politics OR		
POL 212 State and Local Governments	■ ■ ■ ■	3/4
>SPH 112 Fundamentals of Oral Communication OR		
>SPH 114 Interpersonal Communications	■ ■ ■ ■	3
# --- General Electives	■ ■ ■ ■	6
SUBTOTAL		20/21

Recommended Electives

ART 112 Drawing II	3
ART 116 Basic Design 3-D	3
ART 217 Painting I	3
ART 218 Painting II	3
CAD 114 CAD System	2
GB 143 Principles of Advertising	3
GB 153 Introduction to Business	3
GB 158 Public Relations	3
GB 243 Principles of Marketing	3
IHU 216 Production Student Publication	4
MTH 119 Intermediate Algebra	4
OSE 170 Keyboarding	2
PHO 102 Photography II	3

DESIGN OPTION:

>ART 111 Drawing I	■ □ □ □	3
>ART 115 Basic Design 2D	■ □ □ □	3
ART 151 Art History & Appreciation I	■ □ □ □	3
ART 152 Art History & Appreciation II	□ ■ □ □	3
>ART 271 Digital Imaging: Photoshop I	■ ■ ■ □	3
ART 271B Digital Imaging: Photoshop II	□ □ □ ■	3
ART 274 Fractal Design Painter	■ □ □ □	3
CST 132 Computer Literacy on the Macintosh	■ ■ □ □	3
>GAT 100 Introduction to Graphic Arts	■ □ □ □	3
>GAT 222 PageMaker OR ART 273	■ ■ ■ □	3
>GAT 224 QuarkXPress OR ART 276	□ □ □ □	3
>GAT 226 Illustrator OR ART 277	□ □ □ ■	3
>GAT 230 Computer Graphics OR ART 275	□ □ □ ■	3
>GAT 231 Electronic Pre-Press I	□ □ □ ■	3
PHO 101 Photography I	■ ■ ■ ■	3

DESIGN OPTION SUBTOTAL: 45

TOTAL CREDITS REQUIRED ASSOCIATE DEGREE (DESIGN OPTION) 65/66

TOTAL CREDITS REQUIRED CERTIFICATE (DESIGN OPTION) 30

PRINTING OPTION:

>ART 271 Digital Imaging: Photoshop I	■ ■ ■ □	3
ART 271B Digital Imaging: Photoshop II	□ □ □ ■	3
CST 106 Internet Foundations	■ ■ ■ ■	1
CST 110 Web Page Design	■ ■ ■ ■	1
CST 132 Computer Literacy on the Macintosh	■ ■ □ □	3
>GAT 100 Introduction to Graphic Arts	■ □ □ □	3
>GAT 113 Pre-Production Graphic/Film A	■ ■ □ □	6
>GAT 222 PageMaker OR ART 273	□ □ □ □	3
>GAT 224 QuarkXPress OR ART 276	□ □ □ □	3
GAT 226 Illustrator OR ART 277	□ □ □ ■	3
GAT 230 Computer Graphics OR ART 275	□ □ □ ■	3
>GAT 231 Electronic Pre-Press	□ □ □ ■	3
>GAT 240 Offset Press Fundamentals I	□ □ □ ■	3
>GAT 242 Offset Press Fundamentals II	□ □ □ ■	3
PHO 101 Photography I	■ ■ ■ ■	3

PRINTING OPTION SUBTOTAL: 44

TOTAL CREDITS REQUIRED/ASSOCIATE DEGREE (PRINT OPTION) 64/65

TOTAL CREDITS REQUIRED/CERTIFICATE (PRINT OPTION) 27

> **CERTIFICATE OPTION** - A certificate will be awarded when you successfully complete courses preceded by a greater than sign ">".

NOTATIONS:

1. See page 96 for graduation requirements.
2. Delta College reserves the right to modify program requirements.
3. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

HUMAN SERVICES TECHNICIAN

Associate in Applied Science Degree

As a human services technician, you will utilize knowledge based on the social sciences, as well as a core of intervention skills whose primary purpose is defining and responding to human problems. You will work with people in a helping capacity serving children, families, mentally disturbed, physically handicapped, welfare recipients, delinquent youth, substance abusers, and aging. This program of study leads to an Associate in Applied Science degree and is designed for career entry and/or advancement and/or transfer to a four year college or university as a junior, particularly in preparation for a Bachelors Degree in Social Work.

	Suggested Sequence	Sem Hrs
General Education Courses		
ENG 111 College Composition I	■ □ □ □	3
ENG 112 College Composition II	□ ■ □ □	3
--- --- Humanities Electives	■ ■ ■ ■	8
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
--- --- Science Electives	□ ■ ■ ■	8
POL 103 Introduction to American Government	■ ■ ■ ■	3
--- --- General Electives	■ ■ ■ ■	9
SUBTOTAL		36
Human Services (Core) Courses		
1 CD 116A Families in American Culture OR		
PSY 241 Abnormal Psychology	□ □ ■ ■	3
2 HSR 101 Introduction to Human Services I	■ □ □ □	2
3 HSR 102 Introduction to Human Services II	□ ■ □ □	2
PSY 211 General Psychology	□ ■ □ □	4
PSY 223 Child Psychology	□ ■ ■ ■	3
SOC 211 Principles of Sociology	■ ■ ■ ■	3
SOC 250 Introduction to Social Work	□ □ ■ ■	3
Choose two courses from the following:		
ED 101 Education of the Exceptional Child		
PSY 130 Psychology of Substance Abuse		
SOC 212 Social Problems	□ □ ■ ■	6
SUBTOTAL		26
TOTAL CREDITS REQUIRED/ASSOCIATE DEGREE		62

NOTATIONS:

1. CD 116A is recommended for students who intend to work with families and children. PSY 241 is recommended for students who intend to work in the mental health field.
2. Offered in Fall semester only.
3. Offered in Winter semester only.
4. See page 96 for graduation requirements.
5. Delta College reserves the right to modify program requirements.
6. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

INDUSTRIAL SUPERVISION

Associate in Applied Science Degree/Certificate

As a supervisor, you will be responsible for the output of other workers and for maintaining work schedules, production, safety, and employee records pertaining to your industrial plant department. Employers generally will choose people for supervisory positions who have experience in their industry, job related skills, and leadership qualities. Therefore, most supervisors rise through the ranks and completion of this program alone will not ensure employment as a supervisor in an industrial plant. The main emphasis of this program is to provide you, as a currently employed supervisor or aspiring supervisor, with knowledge of supervisory responsibilities pertaining to management skills.

	Suggested Sequence	Sem Hrs
General Education Courses		
ENG 111 College Composition I	■ □ □ □	3
ENG 113 Technical Communications	□ ■ □ □	3
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
POL 103 Introduction to American Government	■ ■ ■ ■	3
SPH 112 Fundamentals of Oral Communication OR		
SPH 114 Interpersonal Communications	■ ■ ■ ■	3
SUBTOTAL		14
Business and Technology Courses		
>IS 110 Industrial Supervision	■ □ □ □	3
>IS 118 Industrial Safety	■ ■ ■ □	2
>IS 120 Supervisor-Employee Relations	■ ■ □ □	3
>MFG 111 Manufacturing Processes	□ ■ □ □	3
>QA 110 Quality Problem Solving Tools	■ ■ ■ □	1
>QA 120 Quality & Production Management	□ □ ■ ■	2
# --- --- Computer Electives	■ ■ ■ ■	3
--- --- General Electives	■ ■ ■ ■	12
# --- --- Supervisor Skills Electives (Approved Courses only)	■ ■ ■ ■	6
# --- --- Technical Electives	■ ■ ■ ■	13
SUBTOTAL		48
Quality Systems Certificate Requirements		
>IS 240 Production Planning & Control	□ □ □ ■	4
>MT 110 Machine Tool Calculations	□ ■ □ □	4
>QA 124 Quality Systems I	□ □ ■ ■	3
>QA 126 Quality Systems II	□ □ □ ■	3
>QA 191 Group Dynamics	□ □ □ ■	1
SUBTOTAL		15

> **CERTIFICATE OPTION** - A certificate will be awarded when you successfully complete courses preceeded by a greater than sign ">".

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE	62
TOTAL CREDITS REQUIRED FOR MANAGEMENT/QUALITY SYSTEMS-INDUSTRIAL SUPERVISION CERTIFICATE	29

Suggested Technical Electives: Courses with codes MFG, IS, MT, MS, DRF, CAD or CNC.

Suggested Computer Electives

CST 132 Computer Literacy on the Macintosh OR	3
CST 133 Introduction to Computer Information Technology	4
CST 153 Lotus 1-2-3	3

Approved Supervisor Skills Electives

ECN 221 Principles of Economics I	4
GB 153 Introduction to Business	3
PSY 101 Applied Psychology	3
SOC 211 Principles of Sociology	3

NOTATIONS:

1. Beginning certificate program can be expanded to Industrial Supervision Associate Degree.
2. Up to 10 credits may be granted for work experience as an Industrial Supervisor. Contact the Testing/Assessment Office at Delta.
3. See page 96 for graduation requirements.
4. Delta College reserves the right to modify program requirements.
5. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

Associate in Business Studies Degree

As an interior designer, you will help make our living, working and playing areas more attractive and useful. You may help clients select furniture, draperies, other fabrics, floor coverings, and accessories, as well as estimate what services or furnishings will cost. The main purpose of designers in retail stores is to provide your customers with interior design services. When you begin as an interior designer, you will usually serve a training period, either with design firms, in department stores, or in furniture stores.

		Suggested Sequence	Sem Hrs
General Education Courses			
LW	---	Lifelong Wellness Elective	1
LW	---	Lifelong Wellness Elective	1
POL	103	Introduction to American Government	3
PSY	101	Applied Psychology OR	
PSY	211	General Psychology	3/4
		SUBTOTAL	8/9
Business Courses			
* ARC	105	Architectural Drafting I	4
* CED	122	Cooperative Education/ID	3
* FM	155	Textiles	3
* GB	110	Business Mathematics	3
GB	145	Sales	3
GB	153	Introduction to Business	3
GB	247	Principles of Retailing	3
ID	100	Introduction to Interior Design	3
* ID	170	Design Elements	4
* ID	200	Space Analysis & Presentation	3
* ID	210	Furniture	3
* ID	230	Applied Interior Design	3
ID	240	Contract Design/Commercial I	2
ID	241	Contract Design/Commercial II	2
ID	245	Design Trends	2
OSE	151	Business Communications I	3
OSE	152	Business Communications II	3
---	---	General Elective(s)	4
		SUBTOTAL	54
		TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE	62/63

NOTATIONS:

- * A "C" (2.0) minimum grade is required in each asterisked course.
- 1. This Program is not intended to transfer to a four-year college or university. It is designed for students who want immediate employment after graduation from Delta.
- 2. ID 250 Seminar in Interior Design (2 credits) and ID 251 Merchandise Mart Experience (1 credit) are optional but encouraged.
- 3. See page 96 for graduation requirements.
- 4. Delta College reserves the right to modify program requirements.
- 5. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

An Employer's Opinion

"United Parcel Service turns to Delta College for their employment needs because of the knowledge and integrity of the students who are looking for jobs that could benefit their future."

Roxanne Morris
United Parcel Service (U.P.S.)
Saginaw

INTERNATIONAL STUDIES

OPTIONS: WITHOUT FOREIGN LANGUAGE SKILLS WITH FOREIGN LANGUAGE SKILLS

Certificate Program

While pursuing your individual program of studies as a Delta College student, you can earn an "add-on" Certificate in International Studies by successfully completing applicable courses from designated sets (A, B, C) of present Delta courses (or their equivalents). This program is designed to: 1) provide students a wider and deeper range of international awareness and knowledge; 2) promote an interest in other cultures and places; 3) promote an interest in foreign languages; 4) lay the groundwork for future international learning options for you as a Delta graduate, and 5) enhance employment opportunities. The Certificate in International Studies is an "add-on" to the credential for your present program of studies. Courses/credits you already have may be applicable toward the certificate requirements.

Basic Certificate Program Requirements

* GEO 113	World Cultural Geography	4	Sem
* HIS 112	Survey of Later Western Civilization	4	Hrs
---	Required - Choose from Set B courses	6	
SUBTOTAL		14	

OPTION 1 - WITHOUT FOREIGN LANGUAGE SKILLS

---	3 courses - any combination from Sets A, B, C	10	
OPTION 1 TOTAL		24	

OPTION 2 WITH FOREIGN LANGUAGE SKILLS

---	Foreign Language, 8 cr. (see Set A)	8	
---	1 course - from Set B or C	2/3	
OPTION 2 TOTAL		24/25	

See below for sets A, B, and C of designated courses:

SET A:

Foreign Languages (8 cr. required for Option 2). A two semester sequence is highly recommended.

FR	---	French	4
GE	---	German	4
RUS	---	Russian	4
SPA	---	Spanish	2/4

SET B:

Broad scope Global/International courses (some not offered every semester)

ECN 268	International Studies in Economics	4
GB 265	International Business	3
GEO 111	Introduction to Physical Geography	4
GEO 255/SOC 265	Third World Development	4
HIS 111	Survey of Early Western Civilization	4
HIS 232	History of Russia	3
POL 221	Comparative Government	3
POL 225	International Relations	3
1. SOC 231	Cultural Anthropology (is highly recommended)	3

SET C:

Specialized Global/International courses and/or NOT regularly offered courses:

AGR 205	Agricultural Marketing I: Domestic and Global	3
AGR 206	Agricultural Marketing II: Domestic and Global	3
ARC 101/RC 102	Materials and Methods of Construction	3
BIO 230/SOC 230	Physical Anthropology/Archaeology	4

BIO 268	International Studies in Biology	4
ECN 268	International Studies in Economics	4
GB 268	International Studies in Business	4
GEO 105	Human Geography	4
GEO 222	Geography of Asia	3
GEO 223	Geography of Europe	3
GEO 226	Geography of the U.S. and Canada	3
GEO 260	Geography of the Pacific Islands	3
GEO 262	Geography of the Canadian Shield	1
GEO 264	Geography of the Western U.S. & Canada	3
GEO 268	International Studies in Geography	4
GLG 268	International Studies in Geology	4
HIS 214	Pre-European African History	3
HIS 217	Introduction to La Raza (Mexican-American) Studies	3
HIS 218	Heritage: Civilization and the Jews	2
HIS 268	International Studies in History	4
HIS 275	The Vietnam War	3
IHU 161/SOC 161	International Projects in Cross Cultural Learning	1
IHU 162/SOC 162	International Projects in Cross Cultural Learning	2
LIT 241	Introduction to Mythology	3
LIT 242	British Literature	3
LIT 243/GEO 243	Literary Geography of the Third World	4
LIT 245	Biblical Literature: Old Testament	3
LIT 246	Biblical Literature: New Testament	3
LIT 268	International Studies in Literature	1-4
MUS 211	Music History I	3
MUS 212	Music History II	3
POL 222	Middle East: Government & Politics	3
POL 229	Political Terrorism	3
POL 250	Introduction to British Government	3
POL 268	International Studies in Political Science	4
POL 275	The Vietnam War	3
SOC 235	Myths of the World	3
SOC 240	Sociology of Sex and Gender	3
SOC 265/GEO 265	Third World Development	4
SOC 268	International Studies in Sociology	4
SOC 271	Religion and Society	3
SPA 101	Hispanic Civilizations	2
SPA 275	Introduction to Spanish Fiction	3
TOTAL CREDITS REQUIRED/CERTIFICATE		24

NOTATIONS:

* A "C" minimum grade is required in each asterisked course.

1. SOC 231 - Cultural Anthropology - is a highly recommended "Basic Program" elective.
2. The semester hours for the Certificate in International Studies are calculated by adding the TOTAL hours earned from successful completion of the courses listed as Basic Certificate Program Requirements, and courses from Sets A, B, or C (or their equivalents) as appropriate for any individual student.
3. Questions regarding this program may be directed to the Director of International/Intercultural Programs or the Counseling Office.
4. See page 96 for graduation requirements.
5. Delta College reserves the right to modify program requirements.

LEGAL SUPPORT PROFESSIONAL

Associate in Business Studies Degree/ Certificate

Not all legal work requires a law degree. As a law office professional you will work directly under the supervision of a lawyer. While the lawyer assumes responsibility for the law office professional's work, you will often be allowed to perform all the functions of a lawyer other than accepting clients, setting fees, giving legal advice, or presenting a case in court. You will generally do background work for the lawyer and help a lawyer prepare litigation for trial by investigating the facts of the case to make sure that all relevant information is uncovered. Secretarial services are normally required as well.

You may conduct research to identify the appropriate laws, judicial decisions, legal articles, and other material that will be used to determine whether or not the client has a good case. After analyzing all the information, you may prepare a written report that is used by the attorney to decide how the case should be handled. If the attorney decides to file a lawsuit on behalf of the client, you may prepare legal arguments, draft pleadings to be filed with the court, obtain affidavits, and assist the attorney during the trial. You may also keep files of all documents and correspondence important to the case. A growing number of legal support professionals are using computers in their work. Computer software packages are increasingly used to search legal literature stored in the computer and identify legal texts relevant to a specific subject.

	Suggested Sequence	Sem Hrs
General Education Courses		
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
POL 103 Introduction to American Government	■ ■ ■ ■	3
PSY 101 Applied Psychology OR		
PSY 211 General Psychology	■ ■ ■ ■	3/4
SPH 112 Fundamentals of Oral Communication OR		
SPH 114 Interpersonal Communications	■ ■ ■ ■	3
--- --- General Elective	■ ■ ■ ■	3
SUBTOTAL		14/15

Business Courses

>* LAS110 Roles and Responsibilities	■ □ □ □	2
>* LAS115 Principles of Substantive Law	■ □ □ □	3
>* LAS120 Legal Research & Writing I	□ ■ □ □	3
>* LAS125 Civil Litigation I	□ ■ □ □	2
>* LAS130 Legal Research & Writing II	□ □ ■ □	3
>* LAS150 Real Estate Law	□ ■ □ □	2
>* LAS210 Estate & Trust Administration	□ □ ■ □	2
>* LAS240 Domestic Relations	□ □ ■ ■	2
>* LAS245 Personal Injury	□ □ ■ ■	3
>* LAS250 Corporate Law	□ □ ■ ■	2
* OSE151 Business Communications I	■ ■ □ □	3
OSE152 Business Communications II	□ □ ■ ■	3
* OSE171 Document Processing: Beginning	■ ■ □ □	3
OSE172 Document Processing: Intermediate	□ □ ■ ■	3
# --- --- Business Approved Electives	■ ■ ■ ■	5
# >--- --- LAS Elective	■ ■ ■ ■	7/8
SUBTOTAL		48/49
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE		62/64
TOTAL CREDITS REQUIRED FOR CERTIFICATE		31/32

> **CERTIFICATE OPTION** - A Certificate will be awarded when you successfully complete courses preceded by a greater than sign ">".

You must earn an Associate of Arts, Associate of Science, or Bachelor's degree from an accredited institution to qualify for the awarding of the Legal Support Professional Certificate program and must complete the Certificate Curriculum in order to earn a Certificate in Legal Support Professional. You may be enrolled concurrently in an Associate or Bachelor degree program.

Approved Electives

ACC 211 Principles of Accounting I	4
CST 106 Internet Foundations	1
CST 110 Web Page Design	1
2 CST 133 Introduction to Computer Information Technology OR	
2 OSE 145 Integrated Office Systems	4
CST 148 Wordperfect for Windows: Beginning	1
CST 151 Spreadsheet Fundamentals	2
CST 248 Wordperfect for Windows: Intermediate	2
CST 257 Database-MS Access	3
GB 153 Introduction to Business	3
GB 251 Business Law I	3
GB 252 Business Law II	3
OSE 155 Editing	2

Approved LAS Electives:

LAS 135 Civil Litigation II	2
LAS 201 Computer Assisted Legal Research	1
LAS 220 Environmental Law	2
LAS 235 Criminal Law and Procedure	3
LAS 253 Survey of Bankruptcy Law	2
LAS 260 Legal Assistant Internship	2

NOTATIONS:

* A "C" (2.0) minimum grade is required in each asterisked course.

1. Proficiency in OSE 170, Keyboarding is required for this program; however, it may be waived by successfully passing a keyboarding test. See Counseling Center.
2. Credit will be granted for CST 133 or OSE 145 but not both.
3. See page 96 for graduation requirements.
4. Delta College reserves the right to modify program requirements.
5. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

MACHINE TOOL OPERATIONS

OPTIONS:

INDUSTRIAL SUPERVISION MACHINE TOOL OPERATIONS

Associate in Applied Science Degree/Certificate

In addition to the skills you will gain from courses completed in the Machine Tool Operations Certificate program, when you enroll in the Associate degree program you are offered two options; one is greater in depth in machine operator training, the other offers greater breadth through supervisory training.

	Suggested Sequence	Sem Hrs
General Education Courses		
>ENG 111 College Composition I	■ ■ □ □	3
ENG 112 College Composition II OR		
ENG 113 Technical Communications	□ □ ■ ■	3
>MTH 103 Applied Geometry and Trigonometry OR		
MTH 113 Applied Trigonometry	□ ■ □ □	4
>MTH 111 Applied Algebra OR		
MTH 119 Intermediate Algebra	■ □ □ □	4
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
POL 103 Introduction to American Government	■ ■ ■ ■	3
SPH 112 Fundamentals of Oral Communication OR		
SPH 114 Interpersonal Communications	■ ■ ■ ■	3
SUBTOTAL		22

Technical Core Courses		
>CAD 114 AutoCAD Introduction	■ □ □ □	2
>CNC 160 Computer Numerical Control Programming I	■ ■ □ □	3
>DRF 120 Beginning Industrial Blueprint Reading	■ □ □ □	2
>DRF 124 Blue Print Reading for Machine Tool Operators	■ □ □ □	2
>MS 101 Machine Shop I	■ □ □ □	4
>MS 102 Machine Shop II	■ □ □ □	4
>MS 103 Machine Shop III	■ □ □ □	4
>MS 104 Machine Shop IV	□ □ □ □	4
>MS 105 Machine Shop V	□ □ □ □	4
>MS 106 Machine Shop VI	□ □ □ □	4
>MS 107 Machine Shop VII	□ □ ■ □	4
>MS 108 Machine Shop VIII	□ □ ■ □	4
>MS 109 Machine Shop IX	□ □ ■ □	4
>MS 112 Ferrous Heat Treatment	■ ■ □ □	2
>MS 120 Machinist's Handbook	■ ■ □ □	2
SUBTOTAL		49

Industrial Supervision Option:		
* IS 110 Industrial Supervision	■ ■ □ □	3
* IS 118 Industrial Safety	■ ■ ■ ■	2
* IS 120 Supervisor/Employee Relations	□ □ ■ ■	3
* MFG 111 Manufacturing Processes	■ ■ ■ ■	3
* QA 120 Quality and Productivity Management	□ □ ■ ■	3
SUBTOTAL		14

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 85

Machine Tool Operations Option:		
* MS 210 Machine Shop X	□ □ □ ■	4
* MS 211 Machine Shop XI	□ □ □ ■	4
* MS 212 Machine Shop XII	□ □ □ ■	4
SUBTOTAL		12

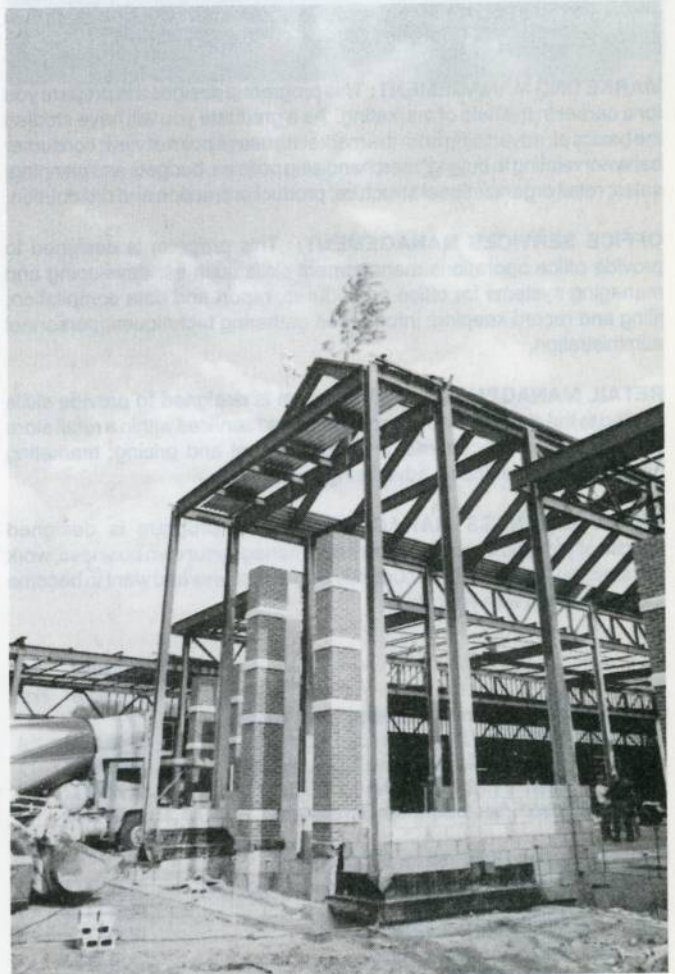
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 83

TOTAL CREDITS REQUIRED FOR CERTIFICATE 61

> **CERTIFICATE OPTION** - A Certificate will be awarded when you successfully complete courses preceded by a greater than sign ">".

NOTATIONS:

- * A "C" (2.0) minimum grade is required in each asterisked course.
- 1. A waiting list is maintained for the program by the faculty. You may put your name on the list by indicating on your Delta application that you want Machine Tool Operations, or by filling out an application in Counseling. For more information and program details, see a Counseling staff member.
- 2. MS 101 through 109 are not necessarily taken in the order listed. The faculty will assign you to your next class based on your progress/machine availability. Usually three five-week machine shop classes are taken per semester.
- 3. See page 96 for graduation requirements.
- 4. Delta College reserves the right to modify program requirements.
- 5. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.



MANAGEMENT (continued)

	Suggested Sequence	Sem Hrs
Retail Management		
ACC 111 Introductory Accounting OR	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4
ACC 211 Principles of Accounting I	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3
CED 120 Co-Op: Retail/Management	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3
*GB 247 Principles of Retailing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3
FM 151 Display	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
GB 143 Principles of Advertising	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
GB 145 Principles of Sales	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	12
GB 243 Principles of Marketing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
GB 248 Principles of Buying for Resale	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
GB 256 Human Resources Management I	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
--- --- General Electives	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9
	SUBTOTAL	31
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE		62

Small Business Management

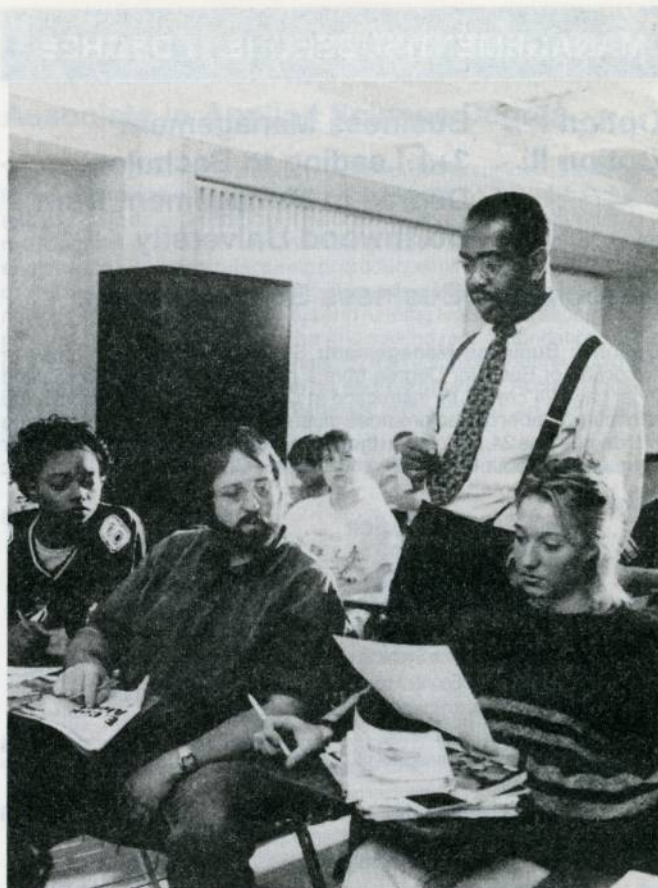
>ACC 111 Introductory Accounting OR	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4
>ACC 211 Principles of Accounting I	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3
>CST 134 Micro Computers in Business Using MS Office	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3
*GB 131 Small Business Management I	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3
*GB 132 Small Business Management II	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3
>GB 145 Principles of Sales	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3
>GB 243 Principles of Marketing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3
>GB 252 Business Law II	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3
--- --- General Electives	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9
	SUBTOTAL	31
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE		62
TOTAL CREDITS REQUIRED FOR CERTIFICATE PROGRAM		34

> **CERTIFICATE OPTION** - A certificate will be awarded when you successfully complete courses preceded by the ">" sign.

NOTATIONS:

* A "C" (2.0) minimum grade is required in each asterisked course.

1. In only the Office Services Management option, OSE 145 may be substituted for CST 133 (one of the Business Courses required). If this is done, the number of elective credits required will increase to 9.
2. OSE 145, OSE 151, CST 151, CST 257 are prerequisites for OSE 268.
3. For more information about the Co-Op Program, inquire at room F-40 (Allied Health Building) or phone 686-9474.
4. You may be granted 20 credits approved by the Delta College Business Division Chair upon verification of the proper evidence of a current Michigan State Board of Cosmetology License.
5. See page 96 for graduation requirements.
6. Delta College reserves the right to modify program requirements.
7. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.



MANAGEMENT/SUBSEQUENT DEGREE

Option I: Business Management
Option II: 3+1 Leading to Bachelor Degree in Management from Northwood University

Associate in Business Studies Degree

Option I: Business Management: Students who already have an Associate or Bachelor Degree from a regionally accredited institution must have 24 credits by instruction at Delta College. Accordingly, the minimum number of credits earned must equal the credits required for the first degree plus 24. Included in the 24 credits will be at least one computer course, one accounting course and GB 245. Choose from the list below:

Course	Credits
ACC 111 Introductory Accounting OR	
ACC 211 Principles of Accounting I	4
ACC 212 Principles of Accounting II	4
CST 133 Introduction to Computer Information Technology OR	
CST 134 Micro Computers in Business Using MS Office OR	
OSE 145 Integrated Office Systems	3/4
ECN 221 Principles of Economics	4
GB 153 Introduction to Business	3
GB 243 Principles of Marketing	3
GB 245 Principles of Management	3
GB 251 Business Law I	3
GB 256 Human Resources Management I	3
GB 257 Human Resources Management II	3
GB 274 Computer Aided Decision Making	2
GB 246 Supervision	3
GB 265 International Business	3
GB - - - Business Electives	3
OSE 151 Business Communications I	3
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE	24

Option II: 3 + 1 Northwood: Students who already have an Associate Degree in any field, (other than management programs) from a regionally accredited institution, who wish to obtain a Bachelor Degree in Management through the Delta College-Northwood partnership must complete the following Delta classes and then complete their senior year at Northwood.

Course	Credits
ACC 211 Principles of Accounting I	4
ACC 212 Principles of Accounting II	4
CST 133 Introduction to Computer Information Technology OR	
OSE 145 Integrated Office Systems	4
ECN 221 Principles of Economics I	4
ECN 222 Principles of Economics II	4
GB 153 Introduction to Business	3
GB 243 Principles of Marketing	3
GB 245 Principles of Management	3
GB 251 Business Law I	3
MTH 208 Elementary Statistics (Math 107 & 119 Prereq.)	3
PHL 203 Business Ethics OR PHL 215 Health Care Ethics OR	
PHL 230 Bioethics	3
SUBTOTAL	38
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE	24

NOTATIONS:

1. Official transcript documenting previous degree will have to be on file in Records and Registration.
2. Completion of the above classes will give you an Associate Degree in Business Management from Delta College. Some of the above credits may have been earned on an earlier degree, the minimum number of credits earned must equal the credits required for the first degree plus 24.
3. Contact the Delta College Counseling Office at 686-9330 for more information.
4. See page 96 for graduation requirements.
5. Delta College reserves the right to modify program requirements.

MANAGEMENT/QUALITY SYSTEMS - INDUSTRIAL SUPERVISION

Certificate Program

Upon completion of the Quality Systems - Industrial Supervision Certificate program, you will have the knowledge and skills necessary to effectively plan and implement an internal quality system.

In addition to those abilities, when you enroll in the Associate degree program, as a supervisor you will be responsible for the output of other workers and for maintaining work schedules, production, safety, and employee records pertaining to your industrial plant department. Employers generally will choose people for supervisory positions who have experience in their industry, job related skills, and leadership qualities. Therefore, most supervisors rise through the ranks and completion of this program alone will not ensure employment as a supervisor in an industrial plant. The main emphasis of this program is to provide you, as a currently employed supervisor or aspiring supervisor, with knowledge of supervisory responsibilities pertaining to management skills.

		Suggested Sequence	Sem Hrs
Technology Courses			
IS 110 Industrial Supervision	■ ■ ■ ■		3
IS 118 Industrial Safety	■ ■ ■ ■		2
IS 120 Supervisor-Employee Relations	■ ■ ■ ■		3
IS 240 Production Planning & Control	□ □ □ ■		4
MFG 111 Manufacturing Processes	□ ■ ■ ■		3
MT 110 Machine Tool Calculations	□ ■ ■ ■		4
QA 110 Quality Problem Solving Tools	□ ■ ■ ■		1
QA 120 Quality & Production Management	□ □ ■ ■		2
QA 124 Quality Systems I	□ □ ■ ■		3
QA 126 Quality Systems II	□ □ ■ ■		3
QA 191 Group Dynamics	■ ■ ■ ■		1
TOTAL CREDITS REQUIRED FOR CERTIFICATE			29

NOTATIONS:

1. See page 96 for graduation requirements.
2. Delta College reserves the right to modify program requirements.
3. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

(Also see Industrial Supervision)

MECHANICAL DESIGN TECHNOLOGY

Associate in Applied Science Degree

As a mechanical design technician, you will assist engineers in design and development work. This program is designed to equip you with one of the most sought-after technical skills in this area - mechanical drafting and CAD. In addition to placing lines on the drawing board or on the computer screen, however, the designer requires a broad technical knowledge to be able to select a solution to a problem from many alternatives. The largest employers are the electrical equipment, chemicals, machinery, manufacturing, and aerospace industries. In the non-manufacturing area the major employers are communications, engineering and architectural firms.

	Suggested Sequence	Sem Hrs
General Education Courses		
ENG 111 College Composition I	■ □ □ □	3
ENG 112 College Composition II OR		
ENG 113 Technical Communications	□ ■ □ □	3
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
MTH 103 Applied Geometry and Trigonometry OR		
MTH 113 Applied Trigonometry	□ ■ ■ □	4
MTH 111 Applied Algebra OR		
MTH 119 Intermediate Algebra	■ ■ □ □	4
PHY 111 General Physics I	■ ■ □ □	4
POL 103 Introduction to American Government	■ ■ ■ ■	3
SUBTOTAL		23

Technical Courses

CAD 114 AutoCAD Introduction	■ □ □ □	2
CAD 214 AutoCAD Effective Techniques	□ □ ■ □	2
DRF 104 Basic Mechanical Design OR		
DRF 105 Beginning Mechanical Design	■ □ □ □	4/3
DRF 107 Intermediate Mechanical Design	□ ■ □ □	3
DRF 128 Geometric Tolerancing	□ ■ □ □	2
DRF 256 Descriptive Geometry	□ □ ■ □	3
DRF 257 Advanced Mechanical Design	□ □ □ ■	4
EET 235 Electrical Circuits	□ □ ■ ■	4
MDA 205 Rapid Prototyping & Tooling	■ ■ ■ ■	.6
MDA 211 Interactive Part Modeling	■ ■ ■ ■	2.4
MFG 111 Manufacturing Process	■ ■ ■ ■	3
MS 113 Machining Processes	■ ■ ■ ■	2
MT 220 Introduction to Fluid Power	□ □ ■ □	3
MT 221 Materials and Metallurgy	□ □ ■ □	3
MT 250 Statics & Strength of Materials	□ □ ■ ■	3
MT 255 Kinematics of Mechanisms	□ □ ■ ■	3
SUBTOTAL		43/44

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 66/67

NOTATIONS:

1. This program is designed to prepare you for a technical-level career upon graduation from Delta College and is not transferable into a Mechanical Engineering Baccalaureate degree.
2. If you want to become a mechanical engineer, you are advised to consult with a counselor about transfer requirements.
3. See page 96 for graduation requirements.
4. Delta College reserves the right to modify program requirements.
5. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

MECHANICAL ENGINEERING TECHNOLOGY

Associate in Applied Science Degree

The objective of this program is to provide you with a sufficient broad base in the fundamentals of mechanical technology, drafting, CAD, manufacturing and design to be successful as a mechanical engineering technician in a metallurgical or product test laboratory, as a field technician, as an engineering aide in manufacturing or product engineer, in quality control, or in sales and service. Responsibilities as a lab technician may include not only setting up a test apparatus and running tests on an experimental product, but also writing the report and making recommendations. This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology. Accreditation by TAC/ABET expands your marketability nationally as an engineering technician upon graduation.

	Suggested Sequence	Sem Hrs
General Education Courses		
ENG 111 College Composition I	■ □ □ □	3
ENG 113 Technical Communications	□ ■ □ □	3
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
MTH 113 Applied Trigonometry OR		
MTH 121 Plane Trigonometry	■ □ □ □	4/3
MTH 211 Applied Calculus	□ ■ □ □	5
PHY 111 General Physics I	□ ■ □ □	4
POL 103 Introduction to American Government	■ ■ ■ ■	3
# --- Approved Science Elective	□ ■ □ □	4
^ --- Social Science/Humanities Elective	■ ■ ■ ■	5
SUBTOTAL		32/33

Approved Science Electives (select one):

- BIO 111 Principles of Biology
- BIO 120 Introduction to Environmental Studies
- CHM 101 General Chemistry I
- CHM 111 General/Inorganic Chemistry I
- GLG 111 Physical Geology
- PHY 112 General Physics II

^ Suggested Social Science/Humanities Electives (select two):

- ECN 221 Principles of Economics I
- PHL 213 Introduction to Ethics
- PHL 203 Business Ethics
- PSY 101 Applied Psychology
- SOC 211 Principles of Sociology
- SOC 265 Third World Development
- SPA 105 Conversational Spanish-Introduction
- SPH 112 Fund. Oral Communication
- SPH 114 Interpersonal Communication

Technical Courses

CAD 114 AutoCAD Introduction	■ □ □ □	2
DRF 104 Basic Mechanical Design OR		
DRF 105 Beginning Mechanical Design	■ □ □ □	4/3
DRF 107 Intermediate Mechanical Design	□ ■ □ □	3
DRF 128 Geometric Tolerancing	□ □ □ □	2
EET 235 Electrical Circuits	□ □ ■ ■	4
MDA 205 Rapid Prototyping & Tooling	■ ■ ■ ■	.6
MDA 211 Interactive Part Modeling	■ ■ ■ ■	2.4
MFG 111 Manufacturing Process	■ ■ □ □	3
MS 113 Machining Processes	■ ■ ■ ■	2
MT 220 Introduction to Fluid Power	□ □ ■ □	3
MT 221 Materials and Metallurgy	□ □ ■ □	3
MT 244 Mechanisms	□ □ □ □	2
MT 251 Statics and Dynamics	□ □ □ □	3
MT 252 Strength of Materials	□ □ ■ ■	3
MT 256 Machine and Product Design	□ □ □ ■	3
SUBTOTAL		39/40

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 71/73

NOTATIONS:

1. This program is designed to prepare you for a technical-level career upon graduation from Delta College and is transferable into a Baccalaureate technology degree program but not an engineering degree program.
2. Students wanting to become mechanical engineers are advised to consult with a counselor about transfer college requirements and follow the Delta College pre-engineering program.
3. See page 96 for graduation requirements.
4. Delta College reserves the right to modify curriculum requirements.
5. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

MEDICAL ASSISTING

Associate in Applied Science Degree

As a Medical Assistant, you will help physicians examine and treat patients and take care of the clerical work necessary to have a smoothly run office. In helping physicians examine patients, you may check weight, height, temperature, and blood pressure, and make simple laboratory tests. In helping with treatment, you will instruct patients about medication and self-treatment at home, give injections, apply bandages, and take electrocardiograms. Clerical duties are varied but likely to include: processing insurance forms, typing, patient billing and payment records management, scheduling appointments and handling correspondence.

The American Association of Medical Assistants (AAMA) sponsors a certification program and its certifying board awards certificates to medical assistants who pass a comprehensive written examination. Other eligibility requirements to take the certification exam are available from your counselor. Certification is not a license and is not required for AAMA membership; however, physicians usually consider Certified Medical Assistants to be highly qualified assistants.

	Suggested Sequence	Sem Hrs
Non Clinical Courses		
# BIO 101 Introduction to Anatomy and Physiology	■ □ □ □	4
# BIO 102 Microbiology and Infection Control	■ □ □ □	2
# HSC105 Medical Terminology	■ □ □ □	2
* HSC140 Basic Medical Emergencies	□ ■ ■ ■	2
* HSC205 Legal Aspects of Health Care	□ ■ ■ ■	2
LW 220 Lifelong Wellness	■ ■ ■ ■	1
+ LW --- Lifelong Wellness Concurrent Requirement	■ ■ ■ ■	1
# MTH117 Mathematics for Allied Health	■ □ □ □	2
# OSE116 Introduction to the Medical Office	■ □ □ □	2
3 OSE151 Business Communication I	■ ■ □ □	3
* OSE152 Business Communication II	□ ■ ■ ■	3
* OSE155 Editing	■ ■ ■ ■	2
* OSE171 Document Processing: Beginning	■ ■ □ □	3
* OSE254 Medical Insurance I	□ □ ■ ■	3
* OSE255 Medical Insurance II	□ □ ■ ■	3
* OSE260 Medical Transcription	□ □ ■ ■	3
OSE266 Medical Office Practices	□ □ ■ ■	3
POL 103 Introduction to American Government	■ ■ ■ ■	3
PSY101 Applied Psychology OR		
SPH114 Interpersonal Communications	■ ■ ■ ■	3
SUBTOTAL		47

+ LW Concurrent Requirement:

LW 101 Fitness for Life	LW 157 Step Aerobics
LW 111 Circuit Training	LW 159 Fitness Walking
LW 151 Kickboxing	LW 174 Swimming III - Conditioning
LW 153 Dance Aerobics	LW 183 Water Aerobics I
LW 155 Slide Aerobics	LW 204 Bicycling

Prior to attempting to register to begin the clinical sequence you must complete the "Validation Application for Health Clinical Programs" and be officially validated. See page 33 of this catalog for the required procedures.

#You may apply for validation during the semester you are completing these 12 credits.

Clinical Courses		
* MA 205 Medical Office Pharmacology	□ □ ■ ■	1
* MA 206 Pharmacology Applications	□ □ ■ ■	1
* MA 210 Assisting the Physician I	□ ■ ■ ■	4
* MA 220 Assisting the Physician II	□ □ ■ ■	4
1,2*MA230 Medical Assistant Internship	□ □ ■ ■	5
SUBTOTAL		15
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE		62

NOTATIONS:

- * A "C" (2.0) minimum grade is required in each asterisked course.
- 1. Prior to MA 230, you must submit proof of Hepatitis B vaccine immunization or you must submit a signed waiver form.
- 2. Before beginning MA 230 you must have the Delta College Health Appraisal completed, including a negative TB test. You must also possess current Professional (2-person) CPR certification.
- 3. OSE 151: Typewritten assignments required; credit by exam available.
- 4. See page 96 for graduation requirements.
- 5. Delta College reserves the right to modify program requirements.
- 6. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

MEDICAL SECRETARY

Associate in Business Studies Degree

The efficiency of a medical office and the quality of medical care provided depend in large part upon the office staff members, who supplement and support the role of the physician. As a medical office staff member, you must have strong communication skills, organizational ability, computer knowledge and excellent human relations skills.

While completing this degree program, you will be trained to understand and use medical terminology, to complete health insurance claims, to handle correspondence, to work with medical records, to transcribe medical dictation, to work with appointment schedules and the telephone, and to understand the legal implications of your roll as medical secretary.

	Suggested Sequence	Sem Hrs
General Education Courses		
BIO 101 Introduction to Anatomy and Physiology	■ ■ □ □	4
LW 220 Lifelong Wellness	■ ■ ■ ■	1
+ LW --- Lifelong Wellness Concurrent Requirement	■ ■ ■ ■	1
POL 103 Introduction to American Government	■ ■ ■ ■	3
PSY101 Applied Psychology OR		
SPH114 Interpersonal Communications	■ ■ ■ ■	3
SUBTOTAL		12

+ LW Concurrent Requirement:

LW 101 Fitness for Life	LW 157 Step Aerobics
LW 111 Circuit Training	LW 159 Fitness Walking
LW 151 Kickboxing	LW 174 Swimming III - Conditioning
LW 153 Dance Aerobics	LW 183 Water Aerobics I
LW 155 Slide Aerobics	LW 204 Bicycling

Basic Program Requirements

1 GB 153 Introduction to Business	■ ■ ■ □	3
HSC105 Medical Terminology	■ □ □ □	2
HSC205 Legal Aspects of Health Care	□ □ ■ ■	2
MA 205 Medical Office Pharmacology	□ ■ ■ ■	1
OSE105 Time Management	■ □ □ □	1
OSE116 Introduction to the Medical Office	■ ■ □ □	2
OSE145 Integrated Office Systems	■ ■ ■ ■	4
1,2,5* OSE151 Business Communication I	■ ■ □ □	3
2* OSE152 Business Communication II	□ ■ ■ ■	3
1 OSE155 Editing	■ ■ ■ □	2
1 OSE157 Filing	■ ■ ■ □	2
1,4,5* OSE172 Document Processing: Intermediate	■ ■ □ □	3
1,3 OSE175 Electronic Calculation	■ ■ ■ □	2
* OSE254 Medical Insurance I	□ □ ■ ■	3
* OSE255 Medical Insurance II	□ □ ■ ■	3
5* OSE260 Medical Transcription	□ □ ■ ■	3
* OSE266 Medical Office Practice	□ □ ■ ■	3
4* OSE273 Document Processing: Advanced	□ □ ■ ■	3
--- General Electives	■ ■ ■ ■	5
SUBTOTAL		50
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE		62

NOTATIONS:

- * A "C" (2.0) minimum grade is required in each asterisked course.
- 1. Credit by exam is available for OSE 151, OSE 155, OSE 157, OSE 172, OSE 175, and GB 153.
- 2. Keyboard assignments are required for OSE 151 Business Communication I and OSE 152 Business Communication II.
- 3. OSE 175 Electronic Calculation requires MTH 092 or appropriate assessment score.
- 4. OSE 171 and beginning WordPerfect for Windows background is a prerequisite for OSE 172, and OSE 172 and intermediate WordPerfect for Windows background is a prerequisite for OSE 273.
- 5. OSE 151, OSE 172, and OSE 260 are prerequisites for OSE 266 Medical Office Practice.
- 6. See page 96 for graduation requirements.
- 7. Delta College reserves the right to modify program requirements.
- 8. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

NURSING RN PROGRAM

Associate in Applied Science Degree

The R.N. program prepares you to function effectively as a member of the health care team. As a graduate nurse, you will be qualified for employment in structured settings; for example, acute care hospitals, extended care facilities, nursing homes, clinics. Upon successfully completing this Program, you are eligible to take the Registered Nurse licensure exam. This Delta College Program is accredited by the National League for Nursing and approved by the Michigan Board of Nursing.

		Suggested Sequence	Sem Hrs
General Education Courses			
1,2,4 *BIO 131	Anatomy and Physiology I	■ ■ □ □	4
1,4 *BIO 132	Anatomy and Physiology II	□ ■ ■ □	4
1,4 *BIO 203	General Microbiology	□ □ ■ ■	4
4 *ENG 111	College Composition I	■ □ □ □	3
4 *ENG 112	College Composition II	□ ■ ■ □	3
4 *LW ---	Lifelong Wellness Elective	■ ■ ■ ■	1
4 *LW ---	Lifelong Wellness Elective	■ ■ ■ ■	1
4 *NUR 100	Introduction to Health Care: Nursing	■ ■ ■ □	2
4 *PHL 215	Health Care Ethics OR		
4 *PHL 230	Bioethics	□ ■ ■ ■	3/2
4 *POL 103	Introduction to American Government	■ ■ ■ ■	3
4 *PSY 211	General Psychology	■ ■ ■ ■	4
4 *SOC 211	Principles of Sociology	■ ■ ■ ■	3
4 *MTH 117	Math for Allied Health OR Demonstrate Math Competency		
	SUBTOTAL		34/35

Recommended Preparatory Class:

NUR 285	Pharmacology, A Nursing Perspective	4
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Clinical Program Requirements

*NUR101A	Nursing Fundamentals	■ □ □ □	5
*NUR101B	Care of Aging Adult	■ □ □ □	4
*NUR115	Maternity Nursing	□ □ ■ ■	3
*NUR116	Pediatric Nursing	□ ■ □ □	3
*NUR119	Mental Health Nursing	□ ■ □ □	3
*NUR240	Basic Nursing Care of the Adult Client	□ □ ■ ■	9
*NUR250	Nursing Care and Management Through the Health Continuum	□ □ ■ ■	9
*PHL231A,B,C	Bioethics: In Nursing	□ ■ ■ ■	1
	(Integrated over last 3 semesters)		
	SUBTOTAL		37
	TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE		71/72

NOTATIONS:

* A "C" (2.0) minimum grade required in each asterisked course.

- It is strongly recommended that BIO 131, 132 and 203 be completed within five years of entry into the clinical nursing sequence. Please see nursing counselor with any questions regarding age of Science credits.
- Prior to enrolling in BIO 131, you must either pass the BIO 130 Challenge Exam or successfully complete BIO 130 (Introductory Chemistry and Cell Biology). The content of the Challenge Exam reflects those areas of study usually found in high school biology and chemistry. A copy of the objectives tested is available for you to review in the Counseling Center.
- Prior to attempting to register to begin the clinical sequence, you must complete the "Validation Application for Health Clinical Programs" and be officially validated. See page 33 of this catalog for the required procedures.
- Prerequisite qualifications for validation are: (a) be admitted to Delta College (b) provide transcripts from high school and all other colleges or training institutions attended (c) completion of the following courses: BIO 131, BIO 132, BIO 203, ENG 111, ENG 112, NUR 100, and PHL 215 or PHL 230 and, beginning with Spring/Summer 1999 validation, students must also demonstrate math competency or take MTH 117, (d) completion of 6 credits from the remaining general education

courses listed. Math competency exam is offered through the Assessment/Testing Office, 686-9338, D-101. This is necessary because *each* nursing course requires demonstration of math competencies necessary for safe medication administration. To graduate, *all* general education requirements listed *must* be completed.

- Due to the limited capacity of clinical facilities and the specific requirements of the accreditation agencies, this Program is considered a "limited enrollment" program. You will be eligible to attempt to register for clinical courses only after successfully completing the prerequisite qualifications and receiving a "Semester and Year of Validation" from the Records and Registration Office.
- First semester nursing courses are offered Fall and Winter Semesters only.
- You must achieve a minimum "C" (2.0) grade in each nursing course to continue in the program and to graduate from the program. You must comply with all Nursing Program progression and retention policies.
- Program Entry Health Requirements:** As a clinical student, you are required to have a physical exam and TB skin test done annually. The physical examination must confirm that you are free from communicable disease and capable of performing all the duties necessary for the safe care of patients. A positive TB test will require a recent chest x-ray or physician statement verifying absence of disease. Proof of Hepatitis B vaccine immunization must be submitted with the physical exam form or you must submit a signed waiver form. For persons born after 1957 documentation of immunization for MMR must be provided. Evidence of current (within ten years) Td immunization status required. You must submit all up-to-date health requirements to the Nursing Division Office prior to entrance into the first clinical course.
- C.P.R. Training:** Entering clinical courses, you must have a CPR card that must remain current throughout the clinical program. Training may be obtained through the Red Cross, Delta College, your local Community Education, or Hospital Education Department. A photocopy of your certificate must be turned in to the Nursing Division Office prior to the start of classes. The CPR certification, known as Professional Rescuers CPR, must include one- and two-person rescuer, infant rescuer and airway obstruction relief. Students with expired CPR certification, TB test, and/or physical exam will be removed from the clinical sequence.
- In addition to tuition and textbook costs, you must provide your own uniforms, clinic shoes, and transportation to clinical settings, including possible hospital parking charges.
- You will receive a Nursing Student Handbook upon entering the clinical nursing sequence, which contains additional information, requirements and specific program policies that you must comply with while enrolled in the nursing program.
- Clinical nursing courses are demanding and intensive. It is recommended that you prepare for this level of involvement by taking at least one semester of full-time study in pre-clinical courses prior to entry into clinical sequence.
- Any student with a previous or current felony conviction must inform the Nursing Division Chairperson and/or nursing counselor of said conviction. Students should be aware that a felony conviction may constitute grounds for ineligibility to sit for the Nursing Licensure examination. The admittance to and/or continuation in a clinical sequence may be affected by a felony conviction. Students should be aware that the current licensure application form now requests the following information:
 - History of felony conviction(s).
 - History of conviction of a misdemeanor punishable by imprisonment for a maximum of two years.
 - History of conviction of a misdemeanor involving illegal delivery, possession or use of alcohol or a controlled substance (including motor vehicle violations).
 - Treatment for substance abuse in past two years.
 - History of malpractice settlements, awards or judgments.
 - Previous application for licensure/or NCLEX in Michigan or other jurisdictions.
 - History of revoked, suspended, or denied licensure or registration, or other disciplinary action taken or presently pending. Questions may be directed to the Michigan Board of Nursing, (517) 335-0918.
- See page 96 for graduation requirements.
- Delta College reserves the right to modify program requirements.
- If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

Also see "Dual Degrees"

NURSING LPN-RN TRANSITION TRACK

Associate in Applied Science Degree

Delta College offers a special track Associate Degree program for current Licensed Practical Nurses (LPN) with 1 year full-time equivalent work experience.

The R.N. program prepares you to function effectively as a member of the health care team. As a graduate nurse, you will be qualified for employment in structured settings; for example, acute care hospitals, extended care facilities, nursing homes, clinics. Upon successfully completing this Program, you are eligible to take the Registered Nurse licensure exam. This Delta College Program is accredited by the National League for Nursing and approved by the Michigan Board of Nursing.

	Suggested Sequence	Sem Hrs
General Education Courses		
1,5 *BIO 130 Introduction Chemistry and Cellular Biology	■ □ □ □	3
2, 5 *BIO 131 Anatomy and Physiology I	■ ■ □ □	4
2, 5 *BIO 132 Anatomy and Physiology II	■ ■ ■ □	4
2, 5 *BIO 203 General Microbiology	□ □ ■ ■	4
5 *ENG 111 College Composition I	□ □ □ □	3
5 *ENG 112 College Composition II	■ ■ ■ □	3
5 *LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
5 *LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
5 *PHL 215 Health Care Ethics OR		
5 *PHL 230 Bioethics	□ ■ ■ ■	3/2
5 *POL 103 Introduction to American Government	■ ■ ■ ■	3
5 *PSY 211 General Psychology	■ ■ ■ ■	4
5 *SOC 211 Principles of Sociology	■ ■ ■ ■	3
5 *MTH 117 Math for Allied Health OR		
Demonstrate Math Competency		2/0
SUBTOTAL		35/36

Recommended Preparatory Class:

NUR 285	Pharmacology, A Nursing Perspective	4
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Clinical Program Requirements

*NT 161	Transition-Basic Principles of Adult Care	■ □ □ □	2
*NT 162	Role and Function of the RN	■ □ □ □	2
*NT 163	Advanced Principles of Adult Care for the LPN ...	□ ■ □ □	5
*NT 215	Transition-Maternity Nursing	□ □ ■ □	3
*NT 216	Transition-Pediatric Nursing	□ □ ■ □	3
*NT 219	Transition-Mental Health Nursing	□ □ ■ □	3
*NUR 250	Nursing Care and Management Throughout the Health Continuum	□ □ □ ■	9
*PHL 231	A, B, C Bioethics: Application in Nursing	□ ■ ■ ■	1
(Integrated over last 3 semesters)			
SUBTOTAL			28
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE			62/63

NOTATIONS:

* A "C" (2.0) or better minimum grade required in each asterisked course.

- Students must either pass the BIO 130 CHALLENGE EXAM for credit or successfully complete BIO 130 (Introductory Chemistry and Cell Biology). The content of the CHALLENGE EXAM reflects those areas of study usually found in high school biology and chemistry. A copy of the objectives being tested is available for students to review in the Counseling Center.
- It is strongly recommended that BIO 131, 132 and 203 be completed within five years of entry into the clinical nursing sequence. Please see nursing counselor to discuss options.
- Prior to attempting to register to begin the clinical sequence, you must complete the "Validation Application for Health Clinical Programs" and be officially validated. See page 33 of this catalog for the required procedures.
- Only currently licensed LPN's have the option to take the LPN-RN Transition Track leading to RN licensure. Proof of current LPN licensure must be provided to Records & Registration at the time of validation. **A minimum of one-year full-time equivalent work experience required before entering into clinicals.**

If interested in this option, you should make an appointment with the nursing counselor or academic advisor in the Counseling Center.

- Prerequisite qualifications for validation are: (a) be admitted to Delta College (b) provide transcripts from high school and all other colleges or training institutions attended (c) completion of the following courses: BIO 130, BIO 131, BIO 132, BIO 203, ENG 111, ENG 112, PHL 215 or 230 and, beginning with Spring/Summer 1999 validation, students must also demonstrate math competency or take MTH 117, (d) completion of 6 credits from the remaining general education courses listed. Math competency exam is offered through the Assessment/Testing Office, 686-9338, D-101. This is necessary because *each* nursing course requires demonstration of math competencies necessary for safe medication administration. To graduate, all general education requirements listed *must* be completed.
- Due to the limited capacity of clinical facilities and the specific requirements of the accreditation agencies, this Program is considered a "limited enrollment" program. You will be eligible to attempt to register for clinical courses only after successfully completing the prerequisite qualifications and receiving a "Semester and Year of Validation" from the Records and Registration Office.
- First semester Transition Clinical Nursing courses (NT 161 and NT 162) will be offered Winter semester only. NT 163 is offered in the Spring. NT 215, 216, and 219 are offered in the Fall.
- You must achieve a minimum "C" (2.0) grade in each nursing course to continue in the program and to graduate from the program. You must comply with all Nursing Program Progression and Retention Policies.
- Program Entry Health Requirements:** As a clinical student, you are required to have a physical exam and TB skin test done annually. The physical examination must confirm that you are free from communicable disease and capable of performing all the duties necessary for the safe care of patients. A positive TB test will require a recent chest x-ray or physician statement verifying absence of disease. Proof of Hepatitis B vaccine immunization must be submitted with the physical exam form or you must submit a signed waiver form. For persons born after 1957 documentation of immunization for MMR must be provided. Evidence of current (within ten years) Td immunization status required. You must submit all up-to-date health requirements to the Nursing Division Office prior to entrance into the first clinical course.
- C.P.R. Training:** Entering clinical courses, you must have a CPR card which must remain current throughout the clinical program. Training may be obtained through the Red Cross, Delta College, your local Community Education, or Hospital Education Department. A photocopy of your certificate must be turned in to the Nursing Division Office prior to the start of classes. The CPR certification, known as Professional Rescuers CPR, must include one- and two-person rescuer, infant rescuer and airway obstruction relief. Students with expired CPR certification, TB test, and/or physical exam will be removed from the clinical sequence.
- In addition to tuition and textbook costs, you must provide your own uniforms, clinic shoes and transportation to clinical agency settings, including possible hospital parking charges.
- You will receive a Nursing Student Handbook upon entering the clinical nursing sequence, which contains additional information, requirements and specific program policies that you are required to comply with while enrolled in the Nursing program.
- Clinical nursing courses are demanding and intensive. It is recommended that you prepare for this level of involvement by taking at least one semester of full-time study in pre-clinical courses prior to entry into clinical sequence.
- Any student with a previous or current felony conviction must inform the Nursing Division Chairperson and/or nursing counselor of said conviction. Students should be aware that a felony conviction may constitute grounds for ineligibility to sit for the Nursing Licensure examination. The admittance to and/or continuation in a clinical sequence may be affected by a felony conviction. Students should be aware that the current licensure application form now requests the following information:
 - History of felony conviction(s).
 - History of conviction of a misdemeanor punishable by imprisonment for a maximum of two years.
 - History of conviction of a misdemeanor involving illegal delivery, possession or use of alcohol or a controlled substance (including motor vehicle violations).
 - Treatment for substance abuse in past two years.
 - History of malpractice settlements, awards or judgments.
 - Previous application for licensure/or NCLEX in Michigan or other jurisdictions.
 - History of revoked, suspended, or denied licensure or registration, or other disciplinary action taken or presently pending. Questions may be directed to the Michigan Board of Nursing, (517) 335-0918.
- See page 96 for graduation requirements.
- Delta College reserves the right to modify program requirements.
- If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

OFFICE PROFESSIONS

OPTIONS: OFFICE ASSISTANT OFFICE SPECIALIST ADMINISTRATIVE ASSISTANT

Associate in Business Studies Degree/Certificate

Office professions continue to evolve along with new office automation and organizational restructuring. In many cases, office professionals have assumed new responsibilities and learned to operate a variety of office equipment. Most organizations employ office professionals to perform and coordinate office activities and to ensure that information gets disseminated to staff and clients. Managers, professionals, and other support staff rely on them to keep administrative operations under control.

Office professionals are responsible for a variety of clerical and administrative duties that are necessary to run and maintain organizations efficiently. They increasingly use personal computers to communicate electronically and to run spreadsheet, word processing, data base management, desktop publishing, and graphics programs.

Administrative assistants perform fewer clerical tasks than lower-level office professionals. In addition to receiving visitors, arranging conference calls, and answering letters, they may handle more complex responsibilities such as conducting research, preparing statistical reports, and supervising other clerical staff.

		Suggested Sequence	Sem Hrs
Office Skills Core (see Notation #4)			
	CST 103 Windows Foundations	■ □ □ □	1
	OSE 105 Time Management	■ □ □ □	1
2, 3*	OSE 150 Business English	■ □ □ □	3
1	OSE 157 Filing	■ □ □ □	2
1, 6*	OSE 171 Document Processing: Beginning	■ □ □ □	3
1	OSE 175 Electronic Calculation	■ □ □ □	2
	SUBTOTAL		12

The following certificates have been ladderred (sequenced) to lead to the completion of the associate degree:

Requirements for Office Assistant Certificate

	Office Skills Core	12
	CST 147 Presentation Graphics Using PowerPoint	2
	CST 151 Spreadsheet Fundamentals	2
1	GB 153 Introduction to Business	3
1, 2, 7*	OSE 151 Business Communication I	3
1*	OSE 172 Document Processing: Intermediate	3
	TOTAL CREDITS REQUIRED/OFFICE ASSISTANT CERTIFICATE	25

Requirements for Office Specialist Certificate

	Office Assistant Certificate	25
	CST 106 Internet Foundations	1
	CST 110 Web Page Design	1
	CST 146 Desktop Publishing - Pagemaker	2
	CST 257 Database-MS Access	3
7*	OSE 152 Business Communication II	3
1	OSE 155 Editing	2
10	OSE 285 Office Technology	3
8, 9	OSE 166 Office Externship	3
	TOTAL CREDITS REQUIRED/OFFICE SPECIALIST CERTIFICATE	43

Requirements for Administrative Assistant Degree

Office Specialist Certificate	44
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General Education Courses

LIB 195 Library Research Skills	■ ■ ■ ■	1
LW - - Lifelong Wellness Elective	■ ■ ■ ■	1
LW - - Lifelong Wellness Elective	■ ■ ■ ■	1
POL 103 Introduction to American Government	■ ■ ■ ■	3
SPH 112 Fundamentals of Oral Communication OR		
5 SPH 114 Interpersonal Communication OR		
PSY 101 Applied Psychology	■ ■ ■ ■	3
SUBTOTAL		9

Other Requirements

ACC 111 Introductory Accounting OR		
5 ACC 211 Principles of Accounting I	□ □ □ ■	4
* OSE 268 Professional Office Procedures	□ □ □ ■	3
* OSE 273 Document Processing: Advanced	□ □ □ ■	3
SUBTOTAL		10

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 62

NOTATIONS:

* A "C" (2.0) minimum grade is required in each asterisked course.

- Credit by examination is available for OSE 151, OSE 155, OSE 157, OSE 171, OSE 172, OSE 175, and GB 153.
- OSE 151 Business Communication I may be substituted for OSE 150 Business English with satisfactory assessment testing score. (40 or higher on ASSET; 65 or higher on COMPASS)
- If OSE 150 is not required, three credits of electives must be taken to complete the Office Assistant certificate.
- Upon successful completion of the Office Skills Core (GPA = 2.0), you will receive a certificate of completion. This should not be confused with completing a certificate program at Delta. Application may be made to the Business Division Office, F-34.
- If you are planning to transfer, you should select SPH 114 and ACC 211.
- OSE 171 may be waived with evidence of high school articulation.
- Keyboarded assignments required for OSE 151 Business Communication I and OSE 152 Business Communication II.
- Students must apply for placement in OSE 166 Office Externship in semester previous to anticipated placement.
- CED 165 Cooperative Education may be substituted for OSE 166 Office Externship. Call the Co-op Office at 686-9474.
- On-site visitations required in OSE 285 Office Technology.
- See page 96 for graduation requirements.
- Delta College reserves the right to modify programs requirements.
- If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

PARAMEDIC

Associate in Applied Science Degree - Health Care Services

As a paramedic working under the direction of a physician (often through radio communication), you recognize, assess, and manage medical emergencies of acutely ill or injured patients in prehospital care settings. You work principally in advanced life-support units, hospital emergency rooms, and ambulance services under medical supervision.

		Suggested Sequence	Sem Hrs
General Education Courses			
CST 103	Windows Foundations	■ ■ ■ ■	1
ENG 111	College Composition I	■ ■ ■ ■	3
2 ENG 112	College Composition II OR		
ENG 113	Technical Communications	■ ■ ■ ■	3
LW 220	Lifelong Wellness	■ ■ ■ ■	1
+ LW	Lifelong Wellness Concurrent Requirement	■ ■ ■ ■	1
MTH 117	Math Allied Health OR		
2 MTH 119	Intermediate Algebra	■ ■ ■ ■	2/4
2 PHL 215	Health Care Ethics OR		
PHL 230	Bioethics	■ ■ ■ ■	3/2
POL 103	Introduction to American Government	■ ■ ■ ■	3
PSY 101	Applied Psychology OR		
2 PSY 211	General Psychology	■ ■ ■ ■	3/4
SOC 275	Sociology of Stress OR		
2 SOC 211	Principles of Sociology	■ ■ ■ ■	3
SPH 114	Interpersonal Communications	■ ■ ■ ■	3
SUBTOTAL			25/29

+ LW Concurrent Requirement:

LW 101	Fitness for Life	LW 157	Step Aerobics
LW 111	Circuit Training	LW 159	Fitness Walking
LW 151	Kickboxing	LW 174	Swimming III - Conditioning
LW 153	Dance Aerobics	LW 183	Water Aerobics I
LW 155	Slide Aerobics	LW 204	Bicycling

Also see "Dual Degrees"

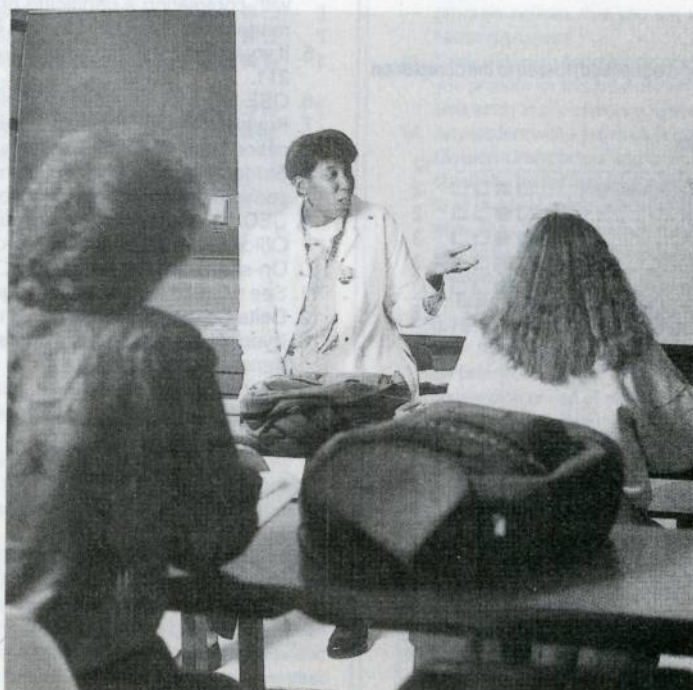
Additional Program Requirements

1	Experience (Paramedic: Certification/License/Training)	30
Complete additional 9 credit hours to be selected from courses listed below:		
BIO 102	Microbiology and Infection Control	■ ■ ■ ■ 2
GB 153	Introduction to Business	■ ■ ■ ■ 3
GB 245	Principles of Management	■ ■ ■ ■ 3
GB 251	Business Law I	■ ■ ■ ■ 3
SOC 245	Death Education	■ ■ ■ ■ 3
SPA 105	Conversational Spanish - Introduction OR	
SPA 107	Spanish for Medical Personnel OR	
SL 111	Sign Language I	■ ■ ■ ■ 2/1/3
SUBTOTAL		39

TOTAL CREDITS REQUIRED/ASSOCIATE DEGREE 64/68

NOTATIONS:

- Students may be granted 30 credits for a current Paramedic License in the State of Michigan accepted as State-certified training applicable to the Health Care Services (Paramedic) occupational curricula at Delta College as approved by the Delta College Health and Wellness Division Chair.
- These general education course options are recommended for transfer: ENG 112, MTH 119, PSY 211, SOC 211, and PHL 215.
- See page 96 for graduation requirements.
- Delta reserves the right to modify program requirements.



PHYSICAL THERAPIST ASSISTANT

Associate in Applied Science Degree

Delta's program is for the training of Physical Therapist Assistants only. If you are planning to become a Physical Therapist, you should follow the Pre-Physical Therapy program guide sheet available in Delta's Counseling Center.

As a Physical Therapist Assistant you will work under the direction and supervision of Physical Therapists. Such settings include: Acute care hospitals, rehabilitation centers, school systems, nursing homes, home care, out-patient facilities, private clinics, and specialty clinics. As a graduate of this program, you will be able to carry out patient treatment programs designed by the Physical Therapist which utilize heat, cold, light, sound, massage, therapeutic exercise, aquatics, manual therapy, and rehabilitation procedures.

	Suggested Sequence	Sem Hrs
General Education Courses		
* BIO 131 Anatomy and Physiology I	■ ■ □ □	4
* BIO 132 Anatomy and Physiology II	□ ■ ■ ■	4
ENG111 College Composition I	■ □ □ □	3
ENG112 College Composition II	□ ■ □ □	3
* HSC105 Medical Terminology	■ ■ □ □	2
LW 220 Lifelong Wellness	■ ■ ■ ■	1
# LW --- Lifelong Wellness Concurrent Requirement	■ ■ ■ ■	1
POL103 Introduction to American Government	■ ■ ■ ■	3
PSY211 General Psychology	■ ■ ■ ■	4
* SPH114 Interpersonal Communications	■ ■ ■ ■	3
BIO 250 Kinesiology	□ ■ □ □	3
SUBTOTAL		31

#LW Concurrent Requirement:

LW 101 Fitness for Life	LW 157 Step Aerobics
LW 111 Circuit Training	LW 159 Fitness Walking
LW 151 Kickboxing	LW 174 Swimming III - Conditioning
LW 153 Dance Aerobics	LW 183 Water Aerobics I
LW 155 Slide Aerobics	LW 204 Bicycling

Prior to attempting to register to begin the clinical sequence, you must complete the "Validation Application for Health Clinical Programs," including observation requirements, and be officially validated. See page 33 of this catalog for the required procedures.

Clinical Course Sequence

Semester 1 (Fall)		
*PTA 101 Clinical Anatomy I		2
*PTA 105 Modalities I		6
*PTA 110 Therapeutic Exercise I		3
SUBTOTAL		11
Semester 2 (Winter)		
*PTA 102 Clinical Neuroanatomy		2
*PTA 120 Therapeutic Exercise 2		2
*PTA 123 Clinical Medicine I		3
*PTA 124 P.T.A. Clinic 1		2
*PTA 125 Measurement Techniques		3
SUBTOTAL		12
Semester 3 (Spring)		
*PTA 121 Human Growth and Development		3
Semester 4 (Fall)		
*PTA 205 Modalities II		2
*PTA 210 Therapeutic Exercise 3		2
*PTA 213 Clinical Medicine II		1
*PTA 214 P.T.A. Clinic 2		3
*PTA 215 Rehabilitation Programs		1
SUBTOTAL		9

"Counselor's Quote"

Judy Shearer, Pinconning High School

"I find the staff at Delta to be accessible. The counselors are also responsive when I call with questions regarding my students. Delta College's publications are helpful, informative, and easy to read. I encourage our seniors to use the Career Center at Delta College to investigate possible career choices."

Semester 5 (Winter)

*PTA 221 Clinical Seminar	2
*PTA 224 P.T.A. Clinic 3	9
	<hr/>
	SUBTOTAL
	11
<hr/>	
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE	77

NOTATIONS:

* A "C" (2.0) minimum grade is required in each asterisked course.

1. A maximum of 30 students will be accepted each Fall semester for Physical Therapist Assistant courses. The procedures for application into the P.T.A. Program are in the guidelines for validation which are in the Counseling Center and on page 33 of this catalog. You will be eligible to attempt to register for clinical courses only after successfully completing the prerequisite qualifications and receiving a "Semester and Year of Validation" from the Records and Registration Office.
2. Prerequisite qualifications are: High school graduate or GED equivalent; completion, with a C (2.0) minimum grade in each, HSC 105, SPH 114, BIO 131 & 132; and completion, with a C (2.0) grade average of at least 6 credits from the remaining general education courses listed; provide transcripts from high school and all other colleges attended; be admitted to Delta College.
3. Prior to enrolling in BIO 131, you must take BIO 130 or pass the BIO 130 challenge exam. Math skills through Algebra are a must.
4. Physical Therapist Assistant courses are offered day hours only and must be taken in the sequence shown. There are occasional evening and weekend courses as well that are mandatory.
5. You must achieve a minimum C (2.0) grade in each Physical Therapist Assistant course to be eligible to continue in the program.
6. In addition to tuition, fees, and textbook costs, you must purchase lab coats, clinic shoes, name tags, registration fees for conferences, provide your transportation to clinical settings (plus possible hospital parking charges), and field trips.
7. After notification is received for validation, you must have a complete physical examination including a negative TB test or a physician's release form annually.
8. Current CPR certification is required for admission to the clinical sequence. Current CPR certification must be maintained throughout the program.
9. Proof of Hepatitis B vaccination or signed waiver is required for admission to clinical sequence.
10. An observation series is also required. Before you finish your prerequisites, you must observe two different PTs or PTAs performing their skills in two different offices for a minimum of 8 hours each. These observations must be documented on the Observation Form which can be picked up in the Counseling Office. These forms must then be turned into Records and Registration, with your Validation Application.
11. You need to be aware that clinical hospital assignments may be outside the Tri-county area.
12. Student Re-entry procedures are printed in the handbook given to all clinical students.
13. See page 96 for graduation requirements.
14. Delta College reserves the right to modify program requirements.
15. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

Also see "Dual Degrees"

PRACTICAL NURSE

Certificate Program

The P.N. clinical coursework is an intense FULL-TIME three semesters that will require college-level reading, writing, and applied math skills.

		Suggested Sequence	Sem Hrs
Basic Program Requirements - Pre-Clinical			
2,3,4*	BIO 130	Introduction to Chemistry & Cell Biology	3
2,3,4*	BIO 131	Anatomy & Physiology I	4
2,4	*BIO 132	Anatomy & Physiology II	4
4	*ENG 111	College Composition I	3
4	*HSC 105	Medical Terminology	2
4, 5	*MTH 117	Math for Allied Health OR Demonstrate Math Competency	2/0
4	*NUR 100	Introduction to Health Care/Nursing	2
		SUBTOTAL	18/20

Prior to attempting to register to begin the clinical sequence, you must complete the "Validation Application for Health Clinical Programs" and be officially validated. See page 33 of this catalog for the required procedures.

Clinical Course Work

*	PNE101	Fundamentals of Practical Nursing	8
*	PNE110	Principles of Pharmacology for PN	1
*	PNE102	Care of Adult I	8
*	PNE103	Maternal Child Care Nursing	5
*	PNE104	Care of Adult II	8
		SUBTOTAL	30

Recommended Preparatory Classes - See course description for prerequisites

*	BIO 203	General Microbiology	4
1*	NUR 285	Pharmacology: A Nursing Perspective	4
		SUBTOTAL	8
		TOTAL CREDITS REQUIRED/CERTIFICATE	50

NOTATIONS:

* A "C" (2.0) minimum grade is required for each asterisked course.

1. If NUR 285 is passed with a minimum of "C" grade, PNE 110 will be waived.
2. It is strongly recommended that BIO 130, 131, and 132 be completed within five years of entry into the clinical nursing sequence. Please see nursing counselor to discuss options.
3. Prior to enrolling in BIO 131, you must either pass the BIO 130 Challenge Exam or successfully complete BIO 130 (Introductory Chemistry and Cell Biology). The content of the Challenge Exam reflects those areas of study usually found in high school biology and chemistry. A copy of the objectives tested is available for you to review in the Counseling Center.
4. Prerequisite qualifications for validation are: (a) be admitted to Delta College, (b) provide transcripts from high school and all other colleges or training institutions attended, (c) completion of the following courses: BIO 130, BIO 131, BIO 132, ENG 111, HSC 105, MTH 117, and NUR 100.
5. Math skills equivalent to MTH 117 are required. Students may demonstrate math competency either by successful performance on a math competency test, through the Assessment/Testing Office, or by successful completion of MTH 117 with a "C" or better. For information regarding math competency content see the Teaching/Learning Center. Each nursing course requires demonstration of math competencies necessary for safe medication administration.
6. Due to the limited capacity of clinical facilities and the specific requirements of the accreditation agencies, this Program is considered a "limited enrollment" program. You will be eligible to attempt to register for clinical courses only after successfully completing the

prerequisite qualifications and receiving a "Semester and Year of Validation" from the Records and Registration Office.

7. First semester nursing courses are offered Fall Semester only.
8. You must achieve a minimum "C" (2.0) grade in each nursing course to be eligible to continue in the program and to graduate from the program. You must comply with all Nursing Program Progression and Retention Policies.
9. **Program-Entry Health Requirement:** As a clinical student, you are required to have a physical exam and TB skin test done annually. The physical examination must confirm that you are free from communicable disease and capable of performing all the duties necessary for the safe care of patients. An annual TB skin test is required. A positive TB test will require a recent chest x-ray or physician statement verifying absence of disease. Proof of Hepatitis B vaccine immunization must be submitted with the physical exam form or you must submit a signed waiver form. For persons born after 1957 documentation of immunization for MMR must be provided. Evidence of current (within ten years) Td immunization status required. You must submit all up-to-date health requirements to the Nursing Division Office prior to entrance into the first clinical course.
10. **C.P.R. Training:** Entering clinical courses, you must have a CPR card which must remain current throughout the clinical program. Training may be obtained through the Red Cross, Delta College, your local Community Education, or Hospital Education Department. A photocopy of your certificate must be turned in to the Nursing Division Office prior to the start of classes. The CPR certification, known as Professional Rescuers CPR, must include one-and two-person rescuer, infant rescuer and airway obstruction relief. Students with expired CPR certification, TB Test, and/or physical exam will be removed from the clinical sequence.
11. In addition to tuition and textbook costs, you must provide your own uniforms, clinic shoes and transportation to clinical agency settings, including possible parking charges.
12. You will receive a Nursing Student Handbook upon entering the clinical nursing sequence, which contains additional information, requirements and specific program policies that you are required to comply with while enrolled in the nursing program.
13. Any student with a previous or current felony conviction must inform the Nursing Division Chairperson and/or nursing counselor of said conviction. Students should be aware that a felony conviction may constitute grounds for ineligibility to sit for the Nursing Licensure examination. The admittance to and/or continuation in a clinical sequence may be affected by a felony conviction. Students should be aware that the current licensure application form now requests the following information:
 - a. History of felony conviction(s).
 - b. History of conviction of a misdemeanor punishable by imprisonment for a maximum of two years.
 - c. History of conviction of a misdemeanor involving illegal delivery, possession or use of alcohol or a controlled substance (including motor vehicle violations).
 - d. Treatment for substance abuse in past two years.
 - e. History of malpractice settlements, awards or judgments.
 - f. Previous application for licensure/or NCLEX in Michigan or other jurisdictions.
 - g. History of revoked, suspended, or denied licensure or registration, or other disciplinary action taken or presently pending. Questions may be directed to the Michigan Board of Nursing (517) 335-0918.
14. See page 96 for graduation requirements.
15. Delta College reserves the right to modify program requirements.

RADIOGRAPHY

Associate in Applied Science Degree

Working under the supervision of a physician, Radiographers (also called Radiologic Technologists) assist in patient care and diagnosis through the use of x-ray equipment to take images of the internal structures of a patient's body. Radiographers position the patient; determine and set exposure factors; expose and process the required number of radiographs; prepare and help administer chemical mixtures called contrast media; assist in fluoroscopic examinations; and use radiation protection devices and techniques. Upon successfully completing this program, you are eligible to take the national certification examination administered by the American Registry of Radiologic Technologists. This program is accredited by the Joint Review Committee on Education in Radiologic Technology.

	Suggested Sequence	Sem Hrs
General Education Courses		
*BIO 102 Microbiology and Infection Control	■ ■ ■ ■	2
*BIO 131 Anatomy and Physiology I	■ ■ ■ ■	4
*BIO 132 Anatomy and Physiology II	■ ■ ■ ■	4
#ENG 111 College Composition I	■ ■ ■ ■	3
#ENG 112 College Composition II	■ ■ ■ ■	3
*HSC 105 Medical Terminology	■ ■ ■ □	2
*HSC 140 Basic Medical Emergencies	■ ■ ■ □	2
#POL 103 Introduction to American Government	■ ■ ■ ■	3
#PSY 101 Applied Psychology OR		
#PSY 211 General Psychology	■ ■ ■ ■	3/4
*RAD 102 Introduction to Radiography	□ □ □ □	2
#SPH 114 Interpersonal Communications	■ ■ ■ ■	3
SUBTOTAL		31/32

Prior to attempting to register to begin the clinical sequence you must complete the "Validation Application for Health Clinical Programs" and be officially validated. See page 33 of this catalog for the required procedures.

Clinical Course Sequence:

First Semester (Fall)

LW 206A Occupational Wellness 1	1
*RAD 100 Basic Science of Medical Imaging	3
*RAD 105 Fundamentals of Radiography	2
*RAD 110 Principles of Radiographic Exposure	1
*RAD 115 Clinical Orientation	3
SUBTOTAL	10

Second Semester (Winter)

LW 206B Occupational Wellness 25
*RAD 120 Principles of Radiation Biology & Protection	2
*RAD 130 Radiographic Procedures I	2
*RAD 135 Clinical Education I	6
*RAD 140 Clinical Seminar I	1
SUBTOTAL	11.5

Third Semester (Spring)

LW 206C Occupational Wellness 35
*RAD 150 Radiographic Procedures 2	2
*RAD 155 Radiographic Quality Assurance	1
*RAD 160 Clinical Education 2	7
*RAD 165 Clinical Seminar 2	1
SUBTOTAL	11.5

Fourth Semester (Fall)

*RAD 210 Pathology in Radiography	2
*RAD 215 Radiographic Procedures 3	2
*RAD 220 Clinical Education 3	7
*RAD 225 Clinical Seminar 3	1
SUBTOTAL	12

Fifth Semester (Winter)

*RAD 235 Radiographic Procedures 4	2
*RAD 240 Special Procedures	3
*RAD 245 Clinical Education 4	7
*RAD 250 Clinical Seminar 4	1
SUBTOTAL	13

Sixth Semester (Spring)

*RAD 260 Clinical Education 5	5
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TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 94/95

NOTATIONS:

* A "C" (2.0) minimum grade is required in each asterisked course.

With a GPA of 2.0 overall.

- Approximately 18 students will be accepted each Fall Semester for Radiography courses. After successfully completing the prerequisite qualifications and submitting a "Validation Application for Health Clinical Programs," you will be eligible to attempt to register per special phone registration listed in the Fall Academic Class Schedule. The procedures for application into the clinical portion of the Radiography Program are listed on page 33 of this catalog and are available in the Counseling Office.
- Prerequisite qualifications are: (a) high school graduate or GED equivalent; (b) be admitted to Delta College; (c) provide transcripts from high school and all other colleges attended; (d) completion of each of the following courses with a "C" (2.0) minimum grade; HSC 105, HSC 140, RAD 102, BIO 102, BIO 131 & 132 and completion, with a "C" (2.0) grade average of at least 9 credits from the remaining general education courses listed PLUS SPH 114.
- Current CPR certification (for the Professional Rescuer) must be maintained throughout enrollment in the Radiography Program.
- You must have a complete physical examination, including a negative TB test. Prior to clinical assignments, students must either submit proof of Hepatitis B immunization or sign a waiver form provided during program orientation.
- Radiography Program courses must be taken together in the sequence shown.
- You must achieve a minimum "C" (2.0) grade in each Radiography course to be eligible to continue in and graduate from the Program. You must comply with all Radiography Program Progression and Retention Policies (copy available from the Counseling Office or Program faculty).
- In addition to tuition and fees and textbooks costs, you must purchase uniforms and clinic shoes; provide your transportation to clinic settings; and pay for meals, parking fees, and any medical treatment which becomes necessary.
- Math skills through algebra are highly recommended. You are advised to take MTH 097 if your algebra skills are weak.
- Computer skills are highly recommended.
- Student Re-entry procedures are printed in the handbook given to all clinical students.
- See page 96 for graduation requirements.
- Delta College reserves the right to modify program requirements.
- If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.
- Clinical education courses (1, 2, 3, 4, 5) are conducted mainly during daytime hours; however, off-shifts (2nd or 3rd shifts) may be assigned to meet course objectives.

See also "Dual Degrees"

REAL ESTATE

Associate in Business Studies Degree

This Program provides training in the real estate business and is designed for personnel in real estate positions of sales, broker, manager, realtor. In order to declare this program and to receive the Real Estate Associate Degree, you must successfully complete the GRI courses through the Michigan Association of Realtors.

	Suggested Sequence	Sem Hrs
General Education Courses		
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
PHL 203 Business Ethics	■ ■ ■ ■	3
POL 103 Introduction to American Government	■ ■ ■ ■	3
SUBTOTAL		8
Business Courses		
ACC 211 Principles of Accounting I	■ ■ ■ ■	4
AIB 118 Mortgage Loan Documentation	■ ■ ■ ■	2
ARC 101 Materials and Methods of Construction	■ ■ ■ ■	3
* CIS 133 Introduction to Computer Information Systems	■ ■ ■ ■	4
GB 143 Principles of Advertising	■ ■ ■ ■	3
GB 145 Sales	■ ■ ■ ■	3
GB 153 Introduction to Business	■ ■ ■ ■	3
GB 243 Principles of Marketing	■ ■ ■ ■	3
LAS 150 Real Estate Law	■ ■ ■ ■	2
* OSE 151 Business Communications I	■ ■ ■ ■	3
* OSE 152 Business Communications II	■ ■ ■ ■	3
1 RE 150 Real Estate Fundamentals	■ ■ ■ ■	3
1 RE 280 Real Estate Principles	■ ■ ■ ■	8
2 # --- Approved Electives	■ ■ ■ ■	10
SUBTOTAL		54
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE		62

Approved Electives

ACC 212 Principles of Accounting II	4
ARC 111 Mechanical & Electrical Systems for Buildings	3
ARC 211 Elements of Structural Design	3
ART 251 History of Architecture	2
ART 252 History of American Architecture	2
CIS 160 Introduction to Internet	2
ECN 221 Principles of Economics	4
GB 251 Business Law I	3
OSE 195 Desktop Publishing	2
PSY 101 Applied Psychology	3
1 RE 284 Real Estate Valuation	3
1 RE 285 Real Estate Appraiser	2
SPH 112 Fundamentals of Oral Communication	3
SPH 114 Interpersonal Communications	3
SPH 212 Listening	3

NOTATIONS:

* A "C" (2.0) minimum grade is required in each asterisked course.

- Upon presentation of:
 - Copy of the grade sheet from the state exam to the Chairperson of the Business Division. Delta College will grant 3 credits for RE 150 based on prior learning experience.
 - Copy of the GRI Certificates, Delta College will grant 8 semester hours of credit in RE 280 for prior learning experience.
 - Copy of a certificate of completion for the Real Estate Valuation Specialist License (from the State of Michigan) to the Chairperson of the Business Division, Delta College will award 3 credits for RE 284, based on prior learning experience.
 - Copy of a certificate of completion for a State Licensed Real Estate Appraiser (from the State of Michigan) to the Chairperson of the Business Division, Delta College will award 2 credits for RE 285, based on prior learning experience.
- Delta College may grant additional credits for prior learning experience as electives, upon documentation of successful completion of Michigan Real Estate Specialty Licenses/Certifications in the Real Estate field.
- See page 96 for graduation requirements.
- Delta College reserves the right to modify program requirements.
- If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

REFRIGERATION, HEATING, AIR CONDITIONING SERVICE TECHNOLOGY

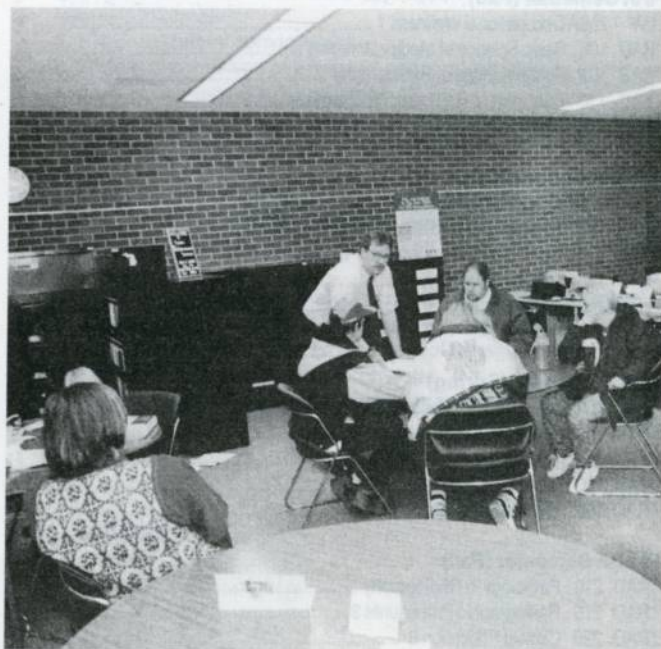
Certificate Program

This program will provide you education and skill training for service technicians in the Refrigeration, Heating, and Air Conditioning Service Industry. Technicians on the job are needed to test, troubleshoot, repair, install, and sell the wide range of mechanical and electrical appliances and components in this field. Advanced education at the Associate Degree level is available to you at a neighboring college.

	Suggested Sequence	Sem Hrs
General Education Course		
ENG 111 College Composition	■ ■ ■ ■	3
SUBTOTAL		3
Technical Courses		
RHA 121 Fundamentals of Refrigeration & A/C	■ ■ ■ ■	3
RHA 122 Refrigeration & A/C Service I	■ ■ ■ ■	3
RHA 123 Commercial Refrigeration I	■ ■ ■ ■	3
RHA 124 Refrigeration & A/C Service II	■ ■ ■ ■	3
RHA 125 Commercial Refrigeration II	■ ■ ■ ■	3
RHA 135 Heating System Fundamentals	■ ■ ■ ■	3
RHA 136 Heating Service Fundamentals OR	■ ■ ■ ■	3
RHA 140 Applied Electricity I OR SKET 106	■ ■ ■ ■	3
RHA 142 Sheetmetal I OR SKMT 171	■ ■ ■ ■	2
SUBTOTAL		26
TOTAL CREDITS REQUIRED FOR CERTIFICATE		29

NOTATIONS:

- Prior to enrollment, you must have an ASSET score of 38 (Elementary Algebra), 31 (Intermediate Algebra, or 28 (college Algebra) or an ACT score of 19 in Math, or Compass score of 41. You are advised to take MTH 097 if your algebra skills are weak.
- See page 96 for graduation requirements.
- Delta College reserves the right to modify program requirements.



RESIDENTIAL CONSTRUCTION

Associate in Applied Science Degree/Certificate

The Certificate Program is designed to prepare you for jobs in rough carpentry and house framing with the skills you have learned in such areas as: job specifications and drawings, building materials, use of woodworking and surveying tools, cost estimations, concrete work, and exterior finishing. Completion of this Program preempts years of apprenticeship in the construction field. You may become self-employed or find employment with a contractor or in a building supply center.

In addition to skills gained from courses completed in the Residential Construction Certificate Program, students completing the Associate degree will have learned construction techniques in interior trim, cabinet making and installation, equipment installation, and interior finishing. The Program also offers the breadth of education necessary for a successful self-employed business or lumberyard management and has the support of the home builders association.

	Suggested Sequence	Sem Hrs
General Education Courses		
ENG 111 College Composition I	■ □ □ □	3
ENG 113 Technical Communications OR		
ENG 112 College Composition II	□ ■ □ □	3
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
* POL 103 Introduction to American Government	■ ■ ■ ■	3
PSY 101 Applied Psychology OR		
PSY 211 General Psychology	■ ■ ■ ■	3/4
SUBTOTAL		14/15
Technical Courses		
>RC 101 Construction Print Interpretation	■ □ □ □	3
ARC 101 Materials and Methods of Construction OR		
RC 102 Building Materials	■ □ □ □	3
>RC 104 Construction Laboratory I	■ □ □ □	3
ARC 221 Site Preparation OR		
RC 105 Building Site Surveying	□ ■ □ □	3
>RC 106 Concrete and Foundations	□ ■ □ □	4
>RC 108 Construction Safety	□ ■ □ □	2
ARC 105 Architectural Drafting I OR		
RC 109 Residential Drafting	■ □ □ □	4
* >RC 113 Carpentry Math	■ □ □ □	2
* >RC 114 Framing Square	■ □ □ □	3
>RC 200 Construction Contracting Rules and Regulations	□ □ ■ ■	3
>RC 201 Rough Framing and Outside Finishing	□ □ ■ ■	4
ARC 204 Estimating Building Construction OR		
RC 202 Building Materials Estimation	□ □ ■ ■	3
>RC 203 Construction Laboratory II	□ □ ■ ■	2
>RC 204 Inside Finishing and Hardware	□ □ ■ ■	3
RC 205 Cabinet Making and Millwork	□ □ ■ ■	5
ARC 111 Mechanical and Electrical Systems for Buildings OR		
RC 206 Plumbing, Heating and Electrical Equipment	□ □ ■ ■	3
ARC 211 Elements of Structural Design OR		
RC 211 Elements of Structural Design	□ ■ □ □	3
SUBTOTAL		53
TOTAL CREDITS REQUIRED/ASSOCIATE DEGREE		67/69
TOTAL CREDITS REQUIRED/CERTIFICATE		29

> **CERTIFICATE OPTION** - A Certificate will be awarded when you successfully complete courses preceded by a greater than sign ">".

NOTATIONS:

* A "C" (2.0) minimum grade is required in each asterisked course.

1. RC 113 may be waived if your score on the numerical skills part of ASSET recommends Algebra I (Math 097) or higher.
2. See page 96 for graduation requirements.
3. Delta College reserves the right to modify program requirements.
4. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.



RESPIRATORY CARE

Associate in Applied Science Degree

As a Respiratory Therapist you will be qualified to assume primary clinical responsibility for all respiratory care modalities, including responsibilities involved in the supervision of respiratory technician functions. The therapist is also capable of serving as a resource person to the physician with regard to current practices in respiratory care and to the hospital staff regarding effective and safe methods for administering respiratory care. Respiratory Therapists who have a certificate of completion from an AMA-approved therapist training program, a minimum of 62 college credits, and six months of experience following completion of the program are eligible to apply for registration by the National Board for Respiratory Care (NBRC). The process consists of two written exams and clinical simulation. Applicants must pass all three to be awarded the Registered Respiratory Therapist (RRT) credential.

		Suggested Sequence	Sem Hrs
General Education Courses			
*BIO 131	Anatomy & Physiology I	■ □ □ □	4
*BIO 132	Anatomy & Physiology II	□ ■ □ □	4
*ENG 111	College Composition I	■ □ □ □	3
*ENG 112	College Composition II	□ ■ □ □	3
*HSC 105	Medical Terminology	■ ■ □ □	2
*LW ---	Lifelong Wellness Elective	■ ■ ■ ■	1
*LW ---	Lifelong Wellness Elective	■ ■ ■ ■	1
*POL 103	Introduction to American Government	■ ■ ■ ■	3
*RT 100	Basic Sciences for Respiratory Care	■ ■ ■ ■	2
*PHL 215	Health Care Ethics OR		
*PSY 101	Applied Psychology OR		
*PSY 211	General Psychology OR		
*SOC 211	Principles of Sociology OR		
*SOC 245	Death Education OR		
*SPH 112	Fundamentals of Oral Communication	■ ■ ■ ■	3/4
SUBTOTAL			26/27

Application to the professional phase of this program may be made after successfully completing ("C" or better) all courses under General Education that are preceded by a plus sign "+"; however, it is **strongly** recommended that the rest of the General Education courses be completed prior to you beginning your clinical sequence.

Clinical Course Sequence

First Semester (Fall)

*RT 117	Basic Respiratory Care I	3
*RT 118	Basic Respiratory Care II	3
*RT 121	Orientation to RC as a Profession	2
*RT 126	Clinical Education I	3
*RT 131	Artificial Airway Care and Manual Ventilation	2
SUBTOTAL		13

Second Semester (Winter)

*RT 132	Adult Ventilatory Care	3
*RT 135	Diagnostics and Special Procedures	4
*RT 146	Clinical Education 2	6
*RT 149	Clinical Education 2 Seminar	1
SUBTOTAL		14

Third Semester (Spring)

*RT 150	Cardiovascular Evaluation and Monitoring	3
SUBTOTAL		3

Fourth Semester (Fall)

*RT 207	Cardiopulmonary Pathophysiology	3
*RT 211	Advanced Cardiopulmonary Physiology	3
*RT 212	Advanced Ventilator Management	2
*RT 214	Seminar I	1
*RT 216	Rehabilitation and Home Care	1
*RT 226	Clinical Education 3	6
*RT 229	Clinical Ed 3 Seminar	1
SUBTOTAL		17

Fifth Semester (Winter)

*RT 231	Maternal and Neonatal Respiratory Care	2
*RT 234	Seminar 2	1
*RT 240	Advanced Respiratory Care Pharmacology	3
*RT 244	Optional Rotation/Special Project	1
*RT 246	Comprehensive Clinical Education	8
SUBTOTAL		15
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE		88/89

NOTATIONS:

* A "C" (2.0) minimum grade is required in each asterisked course.

- Prior to enrolling in BIO 131, you must either pass the BIO 130 challenge exam or successfully complete BIO 130 (Introductory Chemistry and Cell Biology). The content of the challenge exam reflects those areas of study usually found in high school biology and chemistry. A copy of the objectives being tested is available to review in the Counseling Center.
- A maximum of 15 students will be accepted each Fall Semester for Respiratory Care courses from qualified students who have been assigned a "semester and year of validation." You will be placed on this list only **after** successfully completing the prerequisite qualifications and submitting a "Validation Application for Health Clinical Program" to the Records and Registration Office. The procedures for application into the Respiratory Care Program are on page 33 of this catalog and are available in the Counseling Office.
- Prerequisite qualifications are: (a) high school graduate or GED equivalent (b) be admitted to Delta College; (c) provide transcripts from high school and all other colleges attended; and (d) completion with a "C" (2.0) minimum grade in each: RT 100, HSC 105, BIO 131 & 132.
- Prior to enrollment in RT 100, you must have good basic algebra skills. You are advised to take MTH 097 if your algebra skills are weak.
- After you receive notification of acceptance for the Fall Semester, you must have a complete physical examination including a negative TB test.
- RT courses are offered day hours only and generally must be taken together in the sequence shown. You must achieve a minimum "C" (2.0) grade in each RT course to be eligible to continue in the Program.
- In addition to tuition and textbook costs, you must purchase a laboratory coat, protective eye wear, name tag, provide your own transportation to clinical settings (plus possible hospital parking charges), and purchase three Self-Assessment Exams (total cost approximately \$100) during the final semester in the Program.
- Admission to and continuance in the Program is contingent upon your compliance with all policies contained in the Respiratory Care Student Handbook.
- If you have prior respiratory therapy work experience, you may be eligible to waive or receive equivalent credit for some RT courses.
- Student Re-entry procedures are printed in the handbook given to all clinical students.
- See page 96 for graduation requirements.
- Delta College reserves the right to modify program requirements.
- If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

Also see "Dual Degrees"

SKILLED TRADES

OPTIONS:

CARPENTER	PIPEFITTER
ELECTRICIAN	PLUMBING-PIPEFITTER
JOBGING MOLDER	STATIONARY BOILER ENGR.
MACHINE REPAIR	TINSMITH
MILLWRIGHT	TOOL/DIEMAKER
PATTERN MAKER	TOOL HARDNER

Associate in Applied Science Degree

As an apprentice, you may apply your related training towards an Associate in Applied Science Degree. In addition to the degree requirements listed below, the following requirements must also be met:

1. Successful completion of all courses listed in a specific related training program (33-45 credits). 2. Successful completion of appropriate supportive study elective courses. Supportive electives are courses taken to fit your individual needs. Prior academic course work may be acceptable. Assistance in selecting electives is available from a Delta College counselor familiar with technical career programs. 3. Receipt of a journeyman card or equivalent trade experience.

	Suggested Sequence	Sem Hrs
General Education Courses		
ENG 111 College Composition I	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	3
ENG 112 College Composition II OR		
ENG 113 Technical Communications OR		
OSE 151 Business Communications I	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	3
LW --- Lifelong Wellness Elective	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	1
LW --- Lifelong Wellness Elective	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	1
*POL 103 Introduction to American Government	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	3
# --- Supportive Electives	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	9/18
SUBTOTAL		20/29

Related Training Options:

(See the following for listing of specific courses for each program)

Carpenter (Building Trades)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	33
Electrician (Industrial)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	39
Jobbing Molder	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	38
Machine Repair	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	40
Millwright	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	38
Pattern Maker	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	42
Pipefitter (Industrial Maintenance)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	40
Plumber - Pipefitter	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	39
Stationary Boiler Engineering	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	41
Tinsmith	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	40
Tool/Die Maker	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	39
Tool Hardner	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	41

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 62/63

#Suggested Supportive Electives

Economics Courses (ECN)
Electronic Engineering Technology Courses (EET)
General Management Courses (GB)
Industrial Supervision Courses (IS)
Mechanical Technology Courses (MT)
Psychology Courses (PSY)

NOTATIONS:

- See page 96 for graduation requirements.
- Delta College reserves the right to modify program requirements.
- If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

Apprenticeship Trade Related Instruction Programs

Delta College offers required Trade Related Instruction Programs for apprentices and up-graders in the industrial trades, building trades, and maintenance trades from the tri-county and surrounding areas. Trade Related Instruction Programs are designed with the cooperation of industry and provide the instruction to strengthen the theoretical knowledge in each trade area. The combination of related instruction and on-the-job experience is essential in order to provide a complete program to train skilled personnel for the trades. Courses are offered both day and evening to accommodate shift assignments. The scheduling and registration for courses is the responsibility of the Skilled Trades Department; therefore, any inquiry about a particular class should be made **directly** to them by phoning (517) 686-9437 or 686-9530.

Since many company apprenticeship programs are registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, it is imperative that the registration for these courses be coordinated by the local plant apprenticeship coordinator and the College Skilled Trades Department. All Trade Related Instruction is subject to change per agreement with the participating employer and Delta College. Delta College does not issue a journeyman's card only a completion certificate. The journeyman's card is issued by the sponsoring employer.

The following programs are representative of typical Trade Related Instruction Programs Delta College offers in conjunction with area employers. Employers, however, are not restricted to just these programs and many elect to modify our programs to meet their specific needs. Employers desiring more information on Delta's Trade Related Instruction Program should call the Skilled Trades Program Manager at (517) 686-9530 or 686-9437.

Also see previous column for Associate in Applied Science Degree requirements for Skilled Trades Programs.

Trade Related Instruction Programs:

Carpenter (Building Trades)

Course No.	Course Title	Credit Hrs	Clock Hrs
SKCT111	Construction Print Interpretation	3	45
SKCT102	Building Materials	3	45
SKCT113	Carpentry Math & Framing Sq.	2	30
SKCT114	Framing Square	3	45
SKCT105	Building Site Surveying	3	45
SKCT106	Concrete and Foundations	4	75
SKCT201	Rough & Outside Finishing Framing ..	4	90
SKCT204	Inside Finishing and Hardware	3	75
SKCT205	Cabinet Making and Millwork	5	105
SKWL101	Fuel Gas Welding and Cutting	3	45
Totals		33	600

Electrician (Industrial)

Course No.	Course Title	Credit Hrs	Clock Hrs
SKMA111	Applied Integrated Electrical Math. I ..	6	90
SKMA112	Applied Integrated Electrical Math. II ..	3	45
SKMA113	Applied Integrated Electrical Math. III ..	3	45
SKEL111	Conventional Controls	3	45
SKEL101	Basic Electronics	6	90
SKEL102	Industrial Electronics	4	60
SKEL131	AC/DC Machinery	3	45
SKEL121	Advanced Controls I	5	75
SKEL122	Advanced Controls II	4	60
SKEL141	Electrical Shop	3	45
Totals		39	585

Jobbing Molder

Course No.	Course Title	Credit Hrs	Clock Hrs
SKDR101	Combined Drawing & Blueprint Rdg	4	60
SKDR111	Drawing II	3	45
SKDR131	Pattern Design	3	45
SKMA101	Mathematics I	2	30
SKMA102	Mathematics II	4	60
SKMA103	Mathematics III	4	60
SKMT111	Metals	3	45
SKMT231	Fundamentals of Foundry Technology	3	45
SKPH101	Applied Physics	4	60
SKTR181	Machine Tools I	2	30
SKTR182	Machine Tools II	3	45
SKTR183	Machinery Handbook	3	45
Totals		38	570

Machine Repair

Course No.	Course Title	Credit Hrs	Clock Hrs
SKDR101	Sketching & Blueprint Rdg	4	60
SKDR111	Drawing II	3	45
SKMA101	Mathematics I	2	30
SKMA102	Mathematics II	4	60
SKMA103	Mathematics III	4	60
SKMT101	Hydraulics and Pneumatics I	3	45
SKMT102	Hydraulics and Pneumatics II	3	45
SKMT111	Metals	3	45
SKMT161	Industrial Rigging and Safety	2	30
SKTR181	Machine Tools I	2	30
SKPH 101	Applied Physics	4	60
SKTR182	Machine Tools II OR		
SKTR183	Machinery Handbook	3	45
SKCN160	Computer Numerical Controls I	3	45
Totals		40	600

Millwright

Course No.	Course Title	Credit Hrs	Clock Hrs
SKCT101	Industrial Millwright Procedures	3	45
SKDR101	Sketching and Blueprint Reading	4	60
SKMA101	Mathematics I	2	30
SKMA102	Mathematics II	4	60
SKMA103	Mathematics III	4	60
SKMT101	Hydraulics and Pneumatics I	3	45
SKMT151	Power Transmission	3	45
SKMT161	Industrial Rigging & Safety	2	30
SKMT171	Sheetmetal I	2	30
SKMT172	Sheetmetal II OR		
SKMT102	Hydraulics and Pneumatics II	3	45
SKPH101	Applied Physics	4	60
SKWL101	Fuel Gas Welding & Cutting	3	45
SKWL104	Intro. to Shielded Metal Arc Welding OR	3	45
SKWL107	Intro. to GMAW/SAW	3	45
Totals		40	600

Pattern Maker

Course No.	Course Title	Credit Hrs	Clock Hrs
SKCA114	Autocad Introduction	2	30
SKDR101	Sketching & Blueprint Rdg	4	60
SKDR111	Drawing II	3	45
SKDR131	Pattern Design	3	45
SKMA102	Mathematics II	4	60
SKMA103	Mathematics III	4	60
SKMT231	Fundamentals of Foundry Training	3	45
SKTR183	Machinery Handbook	3	45
SKCN160	Computer Numerical Controls I	3	45
SKTR161	Computer Numerical Controls II	3	45
Elective Courses (Select 10 credit hours)			
SKMT 111	Metals	3	45
SKTR 181	Machine Tools I	2	30
SKTR 182	Machine Tools II	3	45
SKPH 101	Applied Physics	4	60
SKDR 121	Descriptive Geometry	3	45
Totals		42	630

Pipefitter (Industrial Maintenance)

Course No.	Course Title	Credit Hrs	Clock Hrs
SKDR101	Sketching and Blueprint Reading	4	60
SKDR141	Pipe and Tube Isometrics	3	45
SKMA101	Mathematics I	2	30
SKMA102	Mathematics II	4	60
SKMA103	Mathematics III	4	60
SKPH101	Applied Physics	4	60
SKPT101	Industrial Piping	4	60
SKWL101	Fuel Gas Welding	3	45
SKPT106	Pipefitters Handbook	3	45
SKPT121	Refrigeration and Air Conditioning	3	45
SKMT101	Hydraulics and Pneumatics I	3	45
SKMT102	Hydraulics and Pneumatics II	3	45
Totals		40	600

Plumber-Pipefitter

Course No.	Course Title	Credit Hrs	Clock Hrs
SKDR101	Sketching & Blueprint Reading	4	60
SKMA101	Mathematics I	2	30
SKMA102	Mathematics II	4	60
SKMA103	Mathematics III	4	60
SKMT101	Hydraulics and Pneumatics I	3	45
SKMT171	Sheetmetal	2	30
SKPH101	Applied Physics	4	60
SKPT101	Industrial Piping	4	60
SKPT106	Pipefitters Handbook	3	45
SKPT121	Refrigeration & Air Conditioning	3	45
SKWL101	Fuel Gas Welding & Cutting	3	45
SKWL104	Intro. to Shielded Metal Arc Welding	3	45
Totals		39	585

Stationary Boiler Engineering

Course No.	Course Title	Credit Hrs	Clock Hrs
SKDR101	Sketching and Blueprint Reading	4	60
SKDR141	Pipe and Tube Isometrics	3	45
SKMA101	Mathematics I	2	30
SKMA102	Mathematics II	4	60
SKMA103	Mathematics III	4	60
SKMT161	Industrial Rigging and Safety	2	30
SKPT106	Pipefitters Handbook	3	45
SKPT111	Stationary Boiler Engineering I	2	30
SKPT112	Stationary Boiler Engineering II	2	30
SKPT113	Stationary Boiler Engineering III	2	30
SKPT114	Stationary Boiler Engineering IV	3	45
SKPT121	Refrigeration & Air Cond.	3	45
SKWL101	Fuel Gas Welding and Cutting	3	45
SKWL104	Intro. to Shielded Metal Arc Welding	3	45
Totals		40	600

Tinsmith

Course No.	Course Title	Credit Hrs	Clock Hrs
SKDR101	Sketching & Blueprint Reading	4	60
SKDR121	Descriptive Geometry	3	45
SKMA101	Mathematics I	2	30
SKMA102	Mathematics II	4	60
SKMA103	Mathematics III	4	60
SKMT161	Industrial Rigging & Safety	2	30
SKMT171	Sheetmetal I	2	30
SKMT172	Sheetmetal II	3	45
SKMT173	Sheetmetal III	3	45
SKPH101	Applied Physics	4	60
SKPT126	Air Movement & Duct Design	3	45
SKWL101	Fuel Gas Welding	3	45
SKWL104	Intro. to Shielded Metal Arc Welding OR	3	45
SKWL107	Intro. to GMAW/SAW	3	45
Totals		40	600

Tool/Die Maker

Course No.	Course Title	Credit Hrs	Clock Hrs
SKDR101	Sketching & Blueprint Reading	4	60
SKDR111	Drawing II	3	45
SKDR130	Tool & Die Design	4	60
SKMA101	Mathematics I	2	30
SKMA102	Mathematics II	4	60
SKMA103	Mathematics III	4	60
SKMT101	Hydraulics and Pneumatics I	3	45
SKMT111	Metals	3	45
SKPH101	Applied Physics	4	60
SKTR181	Machine Tool I	2	30
SKTR182	Machine Tool II	3	45
SKTR183	Machinery Handbook	3	45
Totals		39	585

Tool Hardener

Course No.	Course Title	Credit Hrs	Clock Hrs
SKDR101	Sketching & Blueprint Reading	4	60
SKDR111	Drawing II	3	45
SKDR130	Tool & Die Design	4	60
SKMA101	Mathematics I	2	30
SKMA102	Mathematics II	4	60
SKMA103	Mathematics III	4	60
SKMT111	Metals	3	45
SKMT112	Ferrous Heat Treatment	2	30
SKPH101	Applied Physics	4	60
SKTR181	Machine Tools I	2	30
SKTR182	Machine Tools II	3	45
SKWL101	Fuel Gas & Cutting	3	45
SKWL104	Intro. to Shielded Metal Arc Welding	3	45
Totals		41	615



SURGICAL TECHNOLOGY

Associate in Applied Science Degree/ Certificate

The Surgical Technologist's primary function is to provide a safe, therapeutically-effective environment for the surgical patient by assisting the surgeon and performing related services in the operating room. This program is accredited by CAAHEP and graduates will be eligible to sit for the National Certifying Exam.

	Suggested Sequence	Sem Hrs
General Education Courses		
>+*BIO 131 Anatomy and Physiology I	■ □ □ □	4
>+*BIO 132 Anatomy and Physiology II	□ ■ □ □	4
>+*BIO 203 General Microbiology	□ □ ■ □	4
ENG 111 College Composition I	■ □ □ □	3
ENG 112 College Composition II	□ ■ □ □	3
>+*HSC 105 Medical Terminology	■ □ □ □	2
>+*HSC 140 Basic Medical Emergencies	■ ■ ■ □	2
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
POL103 Introduction to American Government	■ ■ ■ ■	3
>+*PSY 101 Applied Psychology OR		
>+*PSY 211 General Psychology OR		
>+*SOC 211 Principles of Sociology OR		
>+*SOC 275 Sociology of Stress	■ ■ ■ ■	3/4
>+*ST 100 Introduction to Health Care Service	□ □ □ □	3
SUBTOTAL		33/34

Application to the clinical phase of this program may be made after successfully completing with a "C" or better all courses under General Education that are preceded by a plus sign "+".

Clinical Courses

First Semester (Fall)

>*ST 107 Pharmacology in the Operating Room	2
>*ST 110 The Surgical Patient	2
>*ST 120 Fundamentals of Surgical Technology	6
>*ST 130 Surgical Anatomy	4
>*ST 140 Operative Procedures	4
SUBTOTAL	18

First Semester (Winter)

>*ST 200 Clinical Externship	12
>*ST 201 Operating Room Seminar	3

SUBTOTAL 15

TOTAL CLINICAL 33

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 66/67

TOTAL CREDITS REQUIRED FOR CERTIFICATE 55

> **CERTIFICATE OPTION** - A Certificate will be awarded when you successfully complete courses preceded by a greater than sign ">".

NOTATIONS:

* A "C" (2.0) minimum grade is required in each asterisked course.

1. As an applicant, you must be a high school graduate or submit a GED equivalency certificate.
2. Math skills through MTH 107 Algebra I are a must for you in this program.
3. Prior to enrolling in BIO 131 you must either pass the BIO 130 challenge exam or successfully complete BIO 130 (Introductory Chemistry and Cell Biology). The content of the challenge exam reflects those areas of study usually found in high school biology and chemistry. A copy of the objectives being tested is available to you for review in the Counseling Center.
4. **Application:** The procedures for application into the clinical portion of the Surgical Technology Program are on page 33 of this catalog and are available in the Counseling Center.
5. PRIOR to beginning clinical, you MUST have CPR certification, which includes the Two Person Rescuer Technique. CPR certification must be renewed annually.
6. Once accepted, you must have a negative TB skin test and/or chest X-ray and a current physical examination which confirms you are free from communicable disease and capable of performing the duties necessary for the safe care of patients. It is highly recommended that you obtain Hepatitis B vaccination.
7. You must achieve a minimum of "C" (2.0) grade in each clinical course to be eligible to continue in this program. These courses must be taken in the sequence shown and enrollment in these courses is by permission only.
8. When in the clinical phase of the program, you must have transportation available as sites may not be in your community.
9. There will be additional uniform expenses that will be explained at the Orientation to the Clinical.
10. You are responsible for paying the cost of any medical care which might be necessary if you are injured or become ill as a result of clinical practice activities. The College does not provide insurance coverage for such situations.
11. Student Re-entry procedures are printed in the handbook given to all clinical students.
12. See page 96 for graduation requirements.
13. Delta College reserves the right to modify program requirements.
14. If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

Also see "Dual Degrees"

An Employer's Opinion

"We have found the Delta students who we have hired to be mature, enthusiastic and ready to work."

Dennis Rutkowski, Plant Manager • Shields Manufacturing • Saginaw

WATER ENVIRONMENT TECHNOLOGY

Associate in Applied Science Degree

The vast majority of water and wastewater treatment plant operators work for local governments. You may work for private water supply and sanitary services companies, many of which provide operation and management services to local governments on a contract basis.

Graduation from this program with completion of WET 265 will prepare you to make application to write any entry-level Water or Wastewater certification examinations.

	Suggested Sequence	Sem Hrs
General Education Courses		
BIO 110 Environmental Science	■ ■ ■ □	4
1CHM 105 Technical Chemistry I AND	■ □ □ □	5
1CHM 106 Technical Chemistry II (recommended sequence)	□ ■ □ □	5
OR		
1CHM 111 General and Inorganic Chemistry I AND	■ □ □ □	4
1CHM 112 General and Inorganic Chemistry II	□ ■ □ □	4
CST 133 Introduction to Computer Information Technology OR		
CPS 125 Computer Literacy	■ ■ □ □	4/3
ENG 111 College Composition I	■ □ □ □	3
ENG 113 Technical Communications (recommended) OR		
ENG 112 College Composition II	□ ■ □ □	3
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
MTH 111 Applied Algebra (recommended) OR		
MTH 119 Intermediate Algebra	■ ■ □ □	4
POL 103 Introduction to American Government	■ ■ ■ ■	3
SUBTOTAL		30/33

Technical Courses

WET 110 Water Treatment Technologies	■ □ □ □	3
WET 112 Waste Water Treatment Technologies	■ □ □ □	3
WET 211 Water Chemistry I	□ □ □ □	4
WET 212 Advanced Water Treatment Technologies	□ □ □ □	4
WET 220 Water Microbiology	□ □ □ ■	4
WET 230 Water/Waste Utility Management	□ □ □ ■	3
WET 240 Applied Hydraulics	□ □ □ ■	3
WET 244 Water/WasteWater Utility Equipment Maintenance	□ □ □ ■	3
WET 246 Water/WasteWater Utility Electrical Maintenance	□ □ □ ■	3
2 WET 265 Practicum in Water/WasteWater Treatment	□ □ □ ■	4
SUBTOTAL		34

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 64/67

Recommended Electives

2 ENV 100 Environmental Regulations		3
2 ENV 151 HAZWOPER Training		2.7
2 ENV 153 Confined Space Training		1.3
2 GLG 130 Environmental Geology		4
2 GLG 230 Introductory Field Methods in Hydrogeology		2

NOTATIONS:

- You must take both CHM 105 and CHM 106 or both CHM 111 and 112 to meet program requirements. You may not take any other combination of these courses for program credit; i.e., CHM 111 and CHM 106.
- If you do not need to take the Michigan Department of Environment Quality Water and Wastewater entry-level exams, you may replace WET 265 with one of the recommended electives or an elective approved by the Division Chair or Program Coordinator to complete at least 64 credits.
- See page 96 for graduation requirements.
- Delta College reserves the right to modify program requirements.
- If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

WELDING ENGINEERING TECHNOLOGY

Associate in Applied Science Degree/ Certificate

The program combines specialized welding training with related technical and general education courses. The Associate degree program meets the educational requirements necessary to pursue a baccalaureate degree in a variety of welding related careers. Students should contact Counseling or the Welding Staff for career or transfer information.

	Suggested Sequence	Sem Hrs
General Education Courses		
ENG 111 College Composition I	■ □ □ □	3
ENG 112 College Composition II	□ ■ □ □	3
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
LW --- Lifelong Wellness Elective	■ ■ ■ ■	1
MTH 119 Intermediate Algebra	■ □ □ □	4
MTH 121 Plane Trigonometry	□ ■ □ □	3
PHY 111 General Physics I	■ ■ □ □	4
POL 103 Introduction to American Government	■ ■ □ □	3
SPH 112 Fundamentals of Oral Communication	■ ■ ■ ■	3
SUBTOTAL		25

Technical Courses

CAD 114 AutoCad Introduction	■ ■ ■ ■	2
>MFG 111 Manufacturing Processes	■ ■ ■ ■	3
>WELD 103 Fuel Gas Welding and Cutting	■ ■ ■ ■	3
>WELD 111 Welding Metallurgy	■ ■ □ □	3
>WELD 114 Shielded Metal Arc Structural and Tank	□ ■ □ □	8
>WELD 120 Beginning Industrial Blueprint Reading	■ ■ □ □	2
>WELD 122 Blueprint Reading for Welders and Fabricators	□ □ ■ ■	2
>WELD 220 Weld Qualification - Plate	□ □ □ □	4
>WELD 224 Shielded Metal Arc Welding Pipe	□ □ □ □	8
>WELD 226 Gas Tungsten Arc Welding	□ ■ □ □	6
>WELD 235 Gas Metal Arc Welding	□ ■ □ □	6
SUBTOTAL		47

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 72

TOTAL CREDITS REQUIRED FOR WELDING TECHNOLOGY CERTIFICATE 45

WELDING TECHNOLOGY

>Certificate Option: A certificate will be awarded when you successfully complete courses preceded by greater than ">" sign.

NOTATIONS:

- For complete program description and details, please call the Industry Education Center at (517) 496-3368 or 496-3373.
- WELD courses are taught at the Industry Education Center, Midland, Michigan.
- See page 96 for graduation requirements.
- Delta College reserves the right to modify program requirements.
- If you plan to pursue an advanced degree, see pages 27-30 for special transfer agreements.

Non-Degree Programs and Activities

Program/Activity	Code	Academic Credit	Credit-Free (Non-Academic)	Division/ Department	Phone Number
Admitting Clerk Program	50587		X	Community Services	686-9415
Apprenticeship Trade Related Instruction:				Corporate Services	686-9530
Carpenter (Building Trades)	60891	X		Corporate Services	686-9530
Electrician (Industrial)	60891	X		Corporate Services	686-9530
Jobbing Molder	60891	X		Corporate Services	686-9530
Machine Repair	60891	X		Corporate Services	686-9530
Millwright	60891	X		Corporate Services	686-9530
Pattern Maker	60891	X		Corporate Services	686-9530
Pipefitter (Industrial Maintenance)	60891	X		Corporate Services	686-9530
Plumber-Pipefitter	60891	X		Corporate Services	686-9530
Stationary Boiler Engineering	60891	X		Corporate Services	686-9530
Tinsmith	60891	X		Corporate Services	686-9530
Tool/Die Maker	60891	X		Corporate Services	686-9530
Tool Hardener	60891	X		Corporate Services	686-9530
Cake Design	782		X	Community Services	686-9417
CDA Child Development Training			X	Community Services	686-9470
Computer Instruction-Home & Business			X	Community Services	686-9399
Corrections Officer	45724	X		Social Science	686-9093
Dance			X	Community Services	686-9399
Dog Obedience Training & Grooming			X	Community Services	686-9425
Electrical & Plumbing	50877		X	Community Services	686-9470
Emergency Medical Technician	45583	X		Health & Wellness	686-9093
Floriculture Training Program			X	Community Services	686-9470
Children's Programs/Fantastics/Youth Scholar			X	Community Services	686-9399
Graphic Arts & Photography	50869		X	Community Services	686-9399
Health Unit Coordinator/Ward Clerk	50584		X	Community Services	686-9415
Interior Decoration	50214		X	Community Services	686-9417
Management	252		X	Community Services	686-9470
Master Gardener			X	Community Services	686-9425
Medical Insurances/Billing I	286		X	Community Services	686-9415
Nanny Training Program			X	Community Services	686-9417
Personal Computers Business Applications			X	Corporate Services	835-6421
Phlebotomist Program	50588		X	Community Services	686-9415
Quality & Productivity Improvement			X	Corporate Services	754-8922
Real Estate	50567		X	Community Services	686-9470
RN/LPN Refresher	50565		X	Community Services	686-9415
Stationary Boiler Operator	50893		X	Community Services	686-9470
Therapeutic Massage			X	Community Services	686-9417
Travel Agent Training Program	50794		X	Community Services	686-9417
Truck Driving Training			X	Community Services	686-9417
Upholstery	50218		X	Community Services	686-9417
Web Master & Web Design Program			X	Community Services	686-9399
Woodworking Technology			X	Community Services	686-9417

- Midland/Auburn Callers - Please call 495-4000 and the last four numbers of the above listed numbers
- You will find more information on these programs and activities in either the Schedule of Academic Classes booklet or Community Services Schedule of Classes. Both are published each semester (three times per year).

Delta College offers a variety of courses and programs designed to meet the needs of the diverse communities it serves through credit and credit-free courses. These courses and programs do not lead to a degree or Certificate, but are designed to fill a need identified by an individual or groups of individuals. You will find non-credit classes are enriching and challenging; and also assist an individual with his/her personal or professional development without the pressure of tests, in most instances.

Delta views education as a lifelong process that takes place in a wide variety of environments. These courses and programs are offered throughout the community college district wherever the need exists, adequate facilities are available, and enrollment justifies their being offered. Courses are taught on the Campus, in public schools, in industrial plants, in commercial office buildings, at Delta College Centers and at other suitable locations. The length and frequency of courses differ and are determined by the type and objectives of each course.

The College maintains close liaison with, and is assisted by, program advisory committees; professional, civic and church organizations; governmental agencies; business; the labor industry; and other groups in determining needs and providing education and training to the community.

The credit programs and courses are offered through our 9 academic divisions and Corporate Services. Credit-free programs are primarily offered through Community Services and Corporate Services.

The credit courses are included in the Schedule of Academic Classes booklet or Skilled Trades Schedule each semester. The credit-free programs and courses are listed in the Community Services Course Digest each semester.

Financial Aid for Community Services Courses: Financial aid for students enrolling for certain Community Services courses may be available. It is intended for individuals who are supported by some type of public assistance or those employed at a low income level. Students must be residents of Bay, Midland, or Saginaw Counties. Funds are limited.

Requests for aid should be made prior to expected enrollment.

** If aid is awarded, it will not exceed one-half of tuition costs. The balance must be paid by the student at the time of registration. Students are responsible for course fees, books, supplies, and materials.*

Programs and Activities

Credit-Free (Non-Academic Credit)

Admitting Clerk (Offered each semester)

A needs survey of the local health care facilities shows a continual need for Admitting Clerks. This is the first program in Michigan. Prerequisites: Medical Terminology, Keyboarding, Medical Insurance Billing. Current Delta-prepared Health Unit Coordinators/Ward Clerks can have Medical Terminology and Keyboarding waived. Course content includes 30 hours of theory and 160 hours of clinical experience. Text available in the Delta College Bookstore. Eighty percent of those who seriously applied, have been hired as Admitting Clerks in area facilities in Bay City, Saginaw, Midland, Clare and Standish. Some of these positions are in hospital Admitting Departments, doctors' offices or clinics. Starting salary: \$8-9.25. Get on the interest/waiting list!

Cake Design

The basic techniques of creating all-occasion cakes to delight customers, family, and friends will be the focus of Cake Design I. More complicated flowers and borders are demonstrated and practiced in the advanced classes.

CDA Child Development Training

This is a 120-hour course for persons interested in becoming credentialed in Child Development (CDA).

Computer Applications Professional

A program of study from beginning to advanced levels. Choose extensive or limited training in various applications on PC and Macintosh computers.

- * Free Introductory Seminar
- * Introduction to Macintosh
- * Windows 95/98
- * WordPerfect-Windows
- * Word - Windows
- * Excel & Access
- * Office 97
- * Computer Literacy
- * Internet & Web Pages
- * Computer Graphics
- * Pagemaker & Quark Express
- * Photoshop & PageMill

Webmaster FastTrak Program

For graphic artists, business owners, entrepreneurs, Internet professionals and hobbyists. Design and develop web sites that convey a professional image.

Webmaster Introduction: Prerequisite: basic knowledge of Internet, graphics software. Discussion on functions of a Web Developer; student expectations, suggestions. Demo of software, first steps to planning a web site. (6 hours)

Webmaster Graphics & Layout: Prerequisite: basic knowledge of Internet and graphics software. Development of web pages. GIF, JPEG, PGN files, text, fonts, platform, download time, color, tables, and layout. (18 hours)

Webmaster Navigation: Prerequisite: skill with Internet and graphics software. For Web Developers. Layout, tables, frames, navigation, screen size, linking, image maps. (18 hours)

Photoshop for Web Pages: Prerequisite: basic computer skills, knowledge of internet. Hands-on practice: color palette, GIF and JPEG format and sizing. (6 hours)

Workshops for Web Developers: Prerequisite: skill with Internet and graphics software. Animation; Site Management; Registering, Search Tools, Cross-Marketing; Promotion (6-12 hours)

Electrical & Plumbing

Learn the applied fields of electricity and plumbing at the basic levels.

Fast Trak Nanny

Laughter, music, games, teaching, travel and partners in parenting can be yours in the accelerated in-home child care professional growth course. Jobs available locally or nationwide with families who value their children and want a professional Nanny to guide their child's development. Fast Track Nanny Program will build competence in health care of the pre-school child, nutrition, games and activities, and professional protocol for the CPN (Certified Professional Nanny). Program approval by the American Council of Nanny Schools

Floriculture Training Program

This new Floriculture Program will consist of a two semester certificate program. The first course of study will be offered in the fall and the second course of study will consist of eight weeks of classroom and an internship of seven weeks in winter semester.

The purpose of this program is to prepare students for a career as a professional florist in the floral industry. The program will be conducted through a combination of classroom lecture, handouts, textbook, laboratories and field experiences. Skills offered will include: design techniques, flower and foliage identification and care, sales and marketing, and display techniques. Course will be a stepping stone to prepare students to take the Michigan Certified Florist exam.

Children's Programs/Fantastics/Youth Scholar

Various programs strive to meet the individual academic, social, and emotional needs of children. Fantastics is an enrichment program that enhances, and extends learning opportunities for children ages four to sixteen.

Health Unit Coordinator (offered each semester)

The Health Unit Coordinator (HUC) is a highly respected member of the health care team. He or she assumes a great deal of responsibility in providing non-direct patient care. Other titles by which the HUC may be known are ward clerk or unit secretary. As an integral part of the health care team, the Health Unit Coordinator: performs clerical duties, acts as a receptionist for a health unit, and transcribes medication orders. Course content: 80 hours of theory and 160 hours of clinical experience. Prerequisites: Medical Terminology and keyboarding skills of 40 wpm. Text available in Delta Bookstore. Starting salary: \$8-9.50. Get on the interest list!

Interior Decoration

Teaches interior design skills and may provide entry-level job skills. You will learn the basics of design; how to choose floor and wall covering, lighting fixtures, and accessories; and how to arrange furniture.

Management

Pursue a career in management in the American Management Association Extension Institute/Delta College.

Master Gardener

Delta College, together with Michigan State professionals and The Cooperative Extension Service bring you the most up-to-date information on horticulture. Includes 40 hours of volunteer, hands-on experience. Master Gardener Certificate received upon successful completion.

Medical Insurances/Billing I (offered each semester)

Prerequisite: HSC 105, Medical Terminology and typing skills of 40 wpm. Medical insurance and billing concepts. Includes diagnostic and procedure coding; basic insurance concepts and terminology used by health insurance carriers; completion of claim forms for commercial insurance companies, Blue Cross/Blue Shield of Michigan, Medicare and Medicaid. Text available in Delta Bookstore.

Personal Computer Business Applications - IBM and Compatible

Our training for business and industry includes Intro to Windows, Word for Windows, Excel for Windows, Lotus 1-2-3 (intro, intermediate, and macros for a variety of versions), WordPerfect (levels I and II), dBase IV, Paradox, Quattro Pro, Intro to the PC, Intro to DOS, as well as consulting in a variety of areas.

Phlebotomist Program (Offered once a year)

The Phlebotomy course is designed for the preparation of individuals to perform venipuncture in accordance with procedures established by the National Committee for Clinical Laboratory Standards. Students must exhibit good communication skills, a personable attitude, ethical conduct, self-confidence and organization and a good sense of responsibility and professionalism. The student will be prepared in theory to work in a clinical setting as a Phlebotomist. The program also consists of a clinical rotation in a laboratory setting. The student will, after successfully completing theory and clinical, be eligible to sit for the NCA (National Certification Agency) examination to become a certified Phlebotomist. The Phlebotomist course consists of 100 hours of lecture, held on weekends at Delta College and 80 hours of clinical experience, usually held very early in the mornings during the week at various laboratories. Prerequisites: Anatomy and Physiology, Medical Terminology and Becoming a Master Student. Textbook available in Delta Bookstore. Starting salary: \$8-9.25. Get on the interest list!

Real Estate

Prepare for a career in real estate by beginning with Real Estate Fundamentals, a pre-sales license examination course required and approved by the State of Michigan.

RN/LPN Refresher (offered once a year)

A comprehensive review in preparation for returning to nursing employment. This course provides an opportunity to review and gain nursing knowledge and skill for direct patient care and leadership roles. A comprehensive pharmacology course is included. Lecture and hospital/clinical experience are also included. Get on the interest list!

Stationary Boiler Operator

Designed to train you to be employed as a stationary boiler fireman to look after boilers and mechanical equipment in public and private buildings and to assist you to obtain a boiler operator's license as well as stationary engineer's license.

Therapeutic Massage Program

The Health Enrichment Center, Inc. of Lapeer and Delta College are pleased to announce this exciting educational partnership. This 10 month program will be offered fall and winter.

Travel Agent Training Program - 15 weeks

Includes all phases of the travel business: ticketing, cruises, air travel, tour, basic geography, selling techniques, and 56 hours of computer training.

Truck Driving Training

A career as a professional tractor trailer driver can offer security and financial rewards to men and women who have the skills and desire to be successful. If you are at least 21 years of age, can pass a D.O.T. Physical Examination/Drug Screen, and have a good driving record, then you may qualify to join this program.

Upholstery

Develop upholstery skills for your own employment or for employment in an upholstery business. Learn the upholstery process under the supervision of a skilled upholsterer.

Woodworking

Pursue a career in woodworking. Learn cabinet making and furniture making.

Also offering classes in:

**art, calligraphy, watercolor,
graphic arts and photography.**

For more information call 686-9399.

An Employer's Opinion

"Bay Valley Tennis Club always turns to Delta College students for summer camp counselors. The Delta College Elementary Education students benefit from the opportunity to work with youngsters and the youth benefit greatly from their interest and enthusiasm."

Josie Meyer, Managing Tennis Professional
Bay Valley Tennis Club • Bay City

ACADEMIC POLICIES AND INFORMATION

1. Acceptance of Credit
2. Grading System
3. Disputed Final Grade Policy
4. Your Academic Status
5. Academic Status for Financial Aid Recipients
6. Graduation Requirements
7. Commencement



Delta College
We Are Your Opportunity

SECTION
10

Acceptance of Credit

From Other Colleges or Training Programs

From Regionally-Accredited Schools

Course work completed at a college or university accredited by one of the six Regional Accrediting Associations of Colleges and Schools will be considered according to the following guidelines:

A. Equivalent Course Work

Freshman and sophomore courses numbered 100 - 299, which were completed with a grade of "C" (2.0) or above on a 4.0 scale and are equivalent to Delta College academic courses will be accepted for credit. Credit will not be granted for courses below the 100-level.

B. Non-Equivalent Course Work

"General Elective" credit will be granted for courses completed with a grade of "C" (2.0) or above on a 4.0 scale that are not equivalent to Delta College courses or disciplines. "General Elective" credit applicable to Humanities, Social Science, Science, or Lab Science will be so noted on the student's Delta transcript. (A student must request that a counselor submit the necessary form to the Records and Registration Office to receive this credit).

From Non-Regionally Accredited Schools

Courses that apply toward a Delta occupational Certificate/Associate degree program will be considered according to the following if they were completed with a grade of "C" (2.0) or above at institutions recognized and approved by the Council on Postsecondary Accreditation (COPA):

1. The Director of Records will forward the transcript for evaluation of the occupational courses to the appropriate Division Chair or Program Director. The following options are available to the Division Chairs or Program Directors:
 - a. Equivalent Delta College credit may be granted upon review of course outlines, and/or course descriptions, and/or appropriate descriptive materials. It is the responsibility of the student to provide any requested materials to enable proper evaluation.
 - b. Equivalent Delta College credit may be granted after successful completion of Delta College courses at the subsequent level.
 - c. Equivalent Delta College credit may be granted upon demonstration of proficiency via examination, interview, or other appropriate evaluation means as determined by the appropriate Division Chair or Program Director.
 - d. Credit may not be granted.
2. No credit will be granted for General Education courses.

Procedures for Evaluating Credits

1. Only **official transcripts** will be evaluated. Delta College will accept as official transcripts only incoming transcripts that have appropriate signatures and seals and have been mailed directly to the College from an issuing institution. Transcripts in the possession of the student or copies of transcripts or grade reports may be used for academic advising or counseling, but no transfer credits will be posted to the Delta College academic transcript from these documents. It is the responsibility of the Delta College Records and Registration Office to verify the official status of the transcript prior to evaluation.

2. Official transcripts should be mailed to the Delta College Admissions Office from the transfer institution. Admissions will then forward them to the Records and Registration Office. Transcripts received from a Michigan college or university at least one month prior to a registration period will generally be evaluated within one week of receipt in the Records and Registration Office. More time may be necessary to evaluate transcripts from out-of-state institutions.
3. Credits only, not grades, are accepted in transfer. Grades earned at another school in courses accepted by Delta College are not entered on the permanent Delta academic transcript or calculated in the Delta College cumulative grade point average.
4. A maximum of 38 transfer credits are applicable to a Delta College Associate degree and the maximum that may be used toward registration priority.
5. The credit value of each course accepted in transfer will be determined by Delta College; the number of credits will never be greater than the Delta College equivalent course, but the number granted may be fewer than the number of credits received at the transfer institution.
6. Transfer credit granted will be shown on the student's permanent academic transcript.

Non-Traditional Credit

1. Military credit

- a. All veterans having a certified DD214 form on file in the Veterans Services Office will be granted two lifelong wellness (LW) credits and two lifelong wellness theory (LWT) credits.
- b. Veterans who have taken educational programs during military service may, under certain conditions, receive elective credit for that work. The Guide to the Evaluation of Educational Experiences in the Armed Services by the American Council of Education is used to determine these elective credits.
- c. Courses completed at accredited military colleges, such as The Community College of the Air Force, may result in the awarding of transfer credit.

2. State-Certified Training

- a. Individuals who have successfully completed training through the Michigan Fire Fighters Training Council may be granted equivalent credit at Delta College upon submission of copies of their state certificates.
- b. Students may be granted credit for the Basic EMT sequence of courses at Delta College if they are already practicing EMT's licensed by the State of Michigan.
- c. Students may be granted credit for other State-certified training if applicable to an **occupational curricula** and approved by the appropriate Division Chair.

3. Correspondence Courses

Credit earned by correspondence from regionally accredited institutions will transfer to Delta College according to the guidelines for equivalent and non-equivalent credit as outlined.

Credit for Prior Learning

You may earn academic credit for prior learning in many areas of study at Delta College. The Credit For Prior Learning Program, administered through the Assessment/Testing Services Office, is designed for students who have gained, through related work experience and/or training, learning that may be equivalent to content taught in actual College courses. If you are interested in any of these programs, please be aware that the following restrictions may apply:

- These options are not available in all areas of study.
- Credits earned through this Program may not be transferrable to other institutions.
- Prior learning credits are not eligible for financial aid.
- You may only apply once for credit in the same course.

Four basic methods are used to assess prior learning. The first three methods are designed for new and currently enrolled students:

1. **Credit By Exam (CBE):** comprehensive challenge examinations are developed and evaluated by Delta College faculty in selected courses. If you earn a passing grade on a CBE examination, the credits will be recorded on your academic transcript for that course. A per-credit-hour-attempted fee is charged prior to taking a CBE examination. We recommend that you discuss the waiver option with your academic counselor.
2. **Credit By Portfolio:** an individualized process in which you submit a portfolio application, resume, personal manuscript, and supporting documentation of your prior learning. The faculty will then review and evaluate this material for possible credit. A per-credit-hour-attempted fee is charged prior to submitting portfolio materials to the appropriate academic Division. If you successfully complete a portfolio, the earned credits will be recorded on your academic transcript.
3. **Credit By Training:** an individualized process in which you earn academic credit for Delta College Training Programs. If you believe that you qualify for this option, contact Assessment/Testing.

The fourth method is designed primarily for transfer students:

4. **College Level Examination Program (CLEP) or Defense Activity for Non-Traditional Educational Support (DANTES):** national standardized tests in selected academic areas. The application forms, course equivalents, and minimum passing scores for the tests accepted at Delta College are available from Assessment/Testing. There is a test fee and a non-refundable administration fee charged per test. You must request that CLEP or DANTES send your examination scores to the Delta College Records and Registration Office. Upon receipt of successful exam scores, Records and Registration will record the appropriate credit on your academic transcript.

Articulation Agreements with High Schools and Career Centers

Articulation is a process which links two educational institutions together to help students make a smooth transition from one level of education to the next without experiencing delay, duplication of courses, and loss of semester credits. Delta College is part of a statewide effort to implement the Competency Based Education Articulation of occupational programs.

The secondary articulation agreements allow students to receive college credit for instruction received at the secondary school/center for specific occupational courses. These agreements are signed contracts between the faculty and administrators of both institutions, and are re-evaluated bi-annually. The instructors at the secondary level initiate the process by completing a student request form and submitting it to the Articulation Office at Delta College. Once the student has completed six or more academic credits with a "C" (2.0) or better, the Articulation Office will request the Records Office to apply the articulated credit(s) to the student's transcript. No tuition or fees are charged for articulated credit.

The schools currently involved are:

Associated Builders and Contractors, Inc.
Bay City Western High School
Bay Arenac ISD Career Center
Bay City Central High School
Birch Run High School
Bridgeport High School
Caro High School
Chesaning High School
Garber High School
Genesee Area Technical Center
Grand Blanc High School
H. H. Dow High School
Heritage High School
Howell High School
Huron Area Technical Center
Iosco ISD
John Glenn High School
Marlette High School
Mayville High School
Merrill High School
Midland High School
Mt. Pleasant Area Technical Center
Oakland Technical Center
Pinconning High School
Reese High School
Saginaw Career Complex
Saginaw High School
Standish Sterling High School
Swan Valley High School
Tuscola Technology Center
Unionville-Sebewaing High School

For Post-Secondary Articulation information please see page 27.

Further information may be obtained from the schools listed above, or from the Delta College Articulation Office, (517) 686-9070, from Midland (517) 495-4000, ext. 9070. More detailed information is published on the Articulation webpages found at: <http://www.delta.edu/~artic>.

An Employer's Opinion

"I came to Delta College's Placement Office because I wanted to fill a technical position in our engineering department. I found the AutoCAD knowledge of the Delta students very high and would recommend Delta to any employer."

Gary Scott, Means Industries, Saginaw

Grading System

Grades

The grading system at Delta College is a letter system with associated quality points which are used to compute cumulative grade point averages. You will receive one final grade in each course taken.

Letter Grade	Meaning	Grade Points Per Credit
A	Excellent	4.0
A-	Excellent	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Average	2.3
C	Average	2.0
C-	Average	1.7
D+	Poor	1.3
D	Poor	1.0
E	Fail	0.0
P	Pass (C/2.0 grade or above)	Not included in computing credits and grade points
NC	No Credit (C-/1.7 or below)	
I	Incomplete	
X	Audit	
W	Withdrawal No Evaluation	
WP	Withdrawal Passing	
WE	Withdrawal Failing	
Z	In Progress	

Note: The College Community Services Division also uses the above letter grades for their courses; however, points are not awarded or grade point averages maintained for Community Services courses.

Final Grades

Final grade reports are generally mailed to you within one week of the official ending date of each semester. Final grades are listed on your official academic transcript, which is maintained by the Records and Registration Office. Your final grade is the responsibility of individual faculty members. Instructors may exercise their own prerogatives with respect to your grades as long as these prerogatives do not conflict with other institutional policies.

I - Incomplete

An instructor may assign an Incomplete grade if you have not fulfilled all course requirements when final grades are assigned. An Incomplete is a temporary grade given only when your work has been of **acceptable quality** near the end of the 15-week semester, but the required amount has not been completed because of reasons satisfactory to the instructor.

Requirements of a course are to be completed no later than December 1 for Incomplete grades issued in the Winter and Spring/Summer Semesters and April 1 for Incomplete grades issued in the Fall Semester. In exceptional circumstances, additional time may be granted for completion of course work by notification from the instructor to the Director of Records and Registration in writing.

X - Audit

When you enroll in courses on an Audit basis, a grade of "X" will be recorded on your permanent record, if general requirements of auditing are fulfilled, and no credit will be earned. Some appropriate reasons for Auditing are professional enrichment or personal enjoyment. Tuition and fees are the same as for regular credit courses and a student number is required. Instructor Audit objectives must be fulfilled. Courses taken on an Audit basis are not applicable toward fulfillment of Associate degree or Certificate requirements. You must complete an Audit Request Form in the Records and Registration Office **no later than the end of the Delta College official refund period.** (See each semester's class schedule booklet). For the deadline to request an Audit for courses that meet one week or less, you should contact the Records and Registration Office. Any questions regarding the course Audit option should be directed to the Records and Registration Office.

Audited courses do not count in determining student eligibility for financial aid. If you are receiving financial aid, you should contact the Office of Financial Aid before changing a course from academic credit status to Audit status. Audit grades will **not** be used in determining academic load for veterans' certification.

W - Withdrawal

This grade is used when you officially withdraw from a course from the 12th calendar day through mid-point of a course. Additionally, your instructor has the **option** of withdrawing you from a course up to mid-point if:

1. You have been absent from an excessive number of classes **or**
2. You lack the course prerequisites.

WP/WE - Withdrawal Passing/Failing

If you officially withdraw from a course after mid-point through the end of the 12th week (4/5's of course length), a grade of "WP" (passing course work with a grade of "D" or better at the date of withdrawal) or "WE" (failing course work at the date of withdrawal) will be assigned to you by the instructor.

For information on the drop and withdrawal policies and procedures, see Section II, The Enrollment Process, Registration.

Z - In Progress

This grade is used for those classes which begin in one semester and continue into another. A final grade with associated quality points will be awarded at the official completion of the class.

Grade Change Procedure

Once recorded by the Records and Registration Office, grades will be changed only if an official Grade Change Form is completed and signed by the instructor and the appropriate academic Dean. The Grade Change Form must be received **no later than the end of the next semester following grade issuance.** This policy does not apply to grade changes under consideration via the Disputed Grade Policy.

P/NC - Pass/No Credit Option

The Pass/No Credit grade option is available for several courses at Delta College. If you are interested in this grading option in place of the usual "A" through "E" grading system, you should declare this choice at registration or **no later than** the end of the 12th week of the semester (6th week of a session) by completing a form at the Records and Registration Office. Courses approved for the P/NC grade option are listed in each semester's Schedule of Academic Classes booklet.

Guidelines and Procedures for P/NC Grade Option:

1. Grades on the P/NC system are not included in computing the semester or cumulative point average.
2. Grade of "P" (Pass): Credit is granted and represents performance at or above the "C"/2.0 level.
Grade of "NC" (No Credit): No credit is granted and represents performance at or below the "C-"/1.7 level.
3. You may not apply more than a total of 12 credits of P/NC course work toward Delta graduation requirements.
4. Enrollment on a P/NC basis is recorded with the Records and Registration Office.
No indication of your P/NC status will be communicated to a faculty member by any office of the College.
5. A letter grade will be on file in the Records and Registration Office, but only "P" or "NC" will appear on your transcript.
6. If you desire to have any grades converted from P/NC to letter grades, you may do so by applying to the Records and Registration Office **no later than the end of the following semester after the P/NC grade was issued.**
7. Course prerequisites and other criteria for enrolling in any course shall be determined by the Department or Division offering the course and apply equally to both the traditional and the P/NC grading systems.
8. If you are planning to transfer, you should first check with a Delta counselor regarding the acceptance of the P/NC grade option for specific courses by the transfer institution.

Grade Point Average (G.P.A.)

A student's Grade Point Average is determined by dividing the number of credits attempted into the quality points.

For example:

	Attempted	Grade	Quality Points
ENG 111	3	B	3x3=9
MTH 107	3	B	3x3=9
BIO 111	4	C	4x2=8
SOC 211	3	A	3x4=12
	13		38

$$\text{G.P.A.} = 38 \text{ divided by } 13 = 2.92$$

Credits Attempted - Credits for which the student enrolled and for which grades of A through E were given. Credits for courses in which grades of P, W, WP, WE, I, X, and Z are given are not included here.

Credits Earned - Includes all academic credits taken at Delta for which final grades of A through D were recorded.

Credits transferred from other institutions or earned by examination are not included in cumulative averages.

Non-Credit Courses - Non-credit courses are not included in cumulative averages.

Quality Points

The number of grade points earned in a course is the number of credits multiplied by the number of grade points corresponding to the letter grade received. For example, a grade of B+ in a four-credit course equals 13.2 grade points ($3.3 \times 4 = 13.2$).

Repeated Courses

You may not enroll in a course for credit or audit, whether completed or not, more than three times. Exceptions to this policy requires authorization by the appropriate Division Chair or Academic Dean.

The highest grade received by you for any given course shall be the grade used in computing the cumulative grade point average and the number of credits shall only be counted once in the total number of credits attempted. All grades received by you in a given course shall, however, **remain on your academic transcript** but will be designated by the Records and Registration Office as having been repeated, so it is clear that only the highest grades earned are being counted in cumulative totals.

Academic Transcripts

Your transcript is the College's official academic record of your work. Your record is updated at the close of each semester. Your academic record includes all academic courses attempted and completed (course titles, credit hours, final grades and honor points), semesters enrolled, transfer credit accepted, courses waived, credit awarded by examination or advanced placement, certificates/degrees awarded, honors, and academic probation/dismissal status. Grades of all Community Services course work are also maintained by the Records and Registration Office. There is no charge for transcripts up to a maximum of 10 per day, however, there is a \$10 charge for same-day service. Copies will be sent upon your written request to anyone designated by you. Ordinarily transcripts are mailed within one week. Transcript copies will not be furnished if you have delinquent accounts at the College.

Attendance Policy

It will be necessary for certain groups of students (e.g., veterans, financial aid recipients) to adhere to attendance requirements imposed by the policies of external regulatory agencies beyond the following stipulated by Delta College:

1. Attendance is expected at all courses for your maximum achievement.
2. It is your responsibility to make arrangements for missed course work.
3. The College recognizes that on occasion special College-connected events will conflict with scheduled course/laboratory times. Before those special occasions, you will need to work with the instructor to make alternate arrangements.
4. Individual instructors determine attendance rules and will explain those rules at the initial course meeting and/or in the course syllabus.

Change of Student Information

A change in your name, address, or program needs to be reported immediately to the Records and Registration Office or the Admissions Office. Communications and Grade Reports will be sent to the latest address on file. Legal name changes, other than marriage, or a Social Security number change require proper documentation.

Classification of Students

The classifications below apply only to academic students pursuing Certificate or Associate degree programs. Community Services credit hours are not included.

Freshman	29 or less credits earned
Sophomore	30 or more credits earned
Full-Time	Enrolled in 12 or more credits during a semester
Part-Time	Enrolled in 11 or less credits during a semester

Financial Aid Attendance Information

By federal regulations, attendance follow-up must be done for financial aid recipients who drop to 0 credits, who end the semester with all "E" grades or a combination of "E" and "W" grades, and for whom instructors process instructor-initiated drops. In all cases, if it is found that students never attended, aid will be adjusted, funds will be returned to appropriate aid programs, and the students will be billed.

Plagiarism and Honesty in Academic Work

The principles of truth and honesty are recognized as fundamental to a community of scholars. The College expects that both faculty and students will honor these principles and in so doing will protect the validity of College grades. This means that all academic work will be done by the student to whom it is assigned without unauthorized aid or falsification of any kind. Faculty, for their part, will exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged. Faculty will point out to students acceptable forms of incorporating the thoughts of others into their work.

It is expected that:

1. No student will knowingly, without proper authorization, procure, provide, or accept any materials which contain questions or answers to any examination to be given at a subsequent time. The unauthorized possession of such materials will be considered prima facie evidence of a violation of this provision.
2. No student will, without proper authorization, complete, in part or in total, any examination or assignment for another person or allow such examination or assignment to be completed, in part or in total, by another person.
3. No student will knowingly plagiarize or copy the work of another person and submit it as his or her own.
4. No student will knowingly misrepresent performance or falsify documentation related to the performance of any activity required to complete course/program objectives.

If a question of academic honesty should arise, the first efforts toward the solution of the problem will be the responsibility of the faculty involved. The student will be notified of the allegation as soon as it becomes known to the faculty member and given a reasonable opportunity to respond to the faculty member before judgment is reached. Any penalty assessed will be at the discretion of the faculty member, who will take care to match the severity of the penalty with the seriousness of the situation. In any instance in which a failing grade in a course is given based on a charge of academic dishonesty, the faculty will notify the Division Chair and the student in writing of the circumstances and the evidence on which the action was based.

The student may appeal, through the Disputed Final Grades policy (see page 93), any grade affected by a charge of academic dishonesty.

Semester Honors

Each semester a President's List is issued of all students who receive a grade point average of 4.0 for that semester; a Vice President's List for all students who receive 3.7 through 3.99 grade point averages; and a Dean's List of students who receive 3.5 through 3.69 grade point averages. To be eligible, you must complete at least 6 credit hours in a Fall, Winter or Spring/Summer Semester. Courses taken on the Pass/No Credit option do not apply.

Disputed Final Grade Policy

If you do not agree with the final grade you receive in a course, we have a process available to you called Grade Appeal. Since a final grade assignment is made on an individual basis, this procedure can be invoked only by individuals questioning the appraisal of their own academic progress and cannot be invoked by one individual on behalf of a group of individuals.

Every effort will be made to resolve conflicts through informal discussion with the involved parties. You are encouraged to contact the Grade Ombudsman for a clear understanding of the process. All parties involved are encouraged to keep the time intervals between steps as short as possible. The time limits identified are considered maximum unless altered by the Grade Ombudsman, who has the responsibility to see that deadlines are met and the right to extend them under extraordinary circumstances. The Grade Ombudsman is a non-faculty member of the Senate Assembly who is appointed by the President of the College in consultation with the Faculty Executive Committee. Currently, that person is Nancy Nickerson, A-30, East Concourse, phone 686-9076. **The following outlines the basics of the policy. A complete copy is available from the Grade Ombudsman.**

Informal Process

A student who wishes to discuss concerns regarding a grade will contact the faculty member and/or the Division Chair within 25 calendar days following the date the grades are mailed from the Records Office, as recorded by the postmark. The faculty member and the student will attempt to resolve the differences. The Division Chair may be asked to assist with the conflict resolution.

Formal Process

1. To appeal formally a final grade for a course, the student **must** contact the Grade Ombudsman within five calendar days after the conference with the faculty member and/or Division Chair.
2. The student will write, within five calendar days of meeting with the Grade Ombudsman, a formal statement that explains the circumstances of the disputed grade. The statement will be given to the faculty member.
3. The faculty member will write a statement of response and submit it to the Division Chair.
4. The faculty member's response together with the student's statement are to be submitted to the Chair of the Division within five calendar days of receiving the student's statement. The grade Ombudsman will supply the student with a copy of the faculty member's statement.
5. The Chair will meet with the student and the faculty member within five calendar days of receiving the student's and faculty member's statements to discuss the grade appeal.
6. The Chair will take one of the following actions within two calendar days of the meeting with the student and the faculty member:
 1. Dismiss the appeal and the grade remains.
 2. Recommend a change of grade, or a change in the grade under specific conditions which are defined by the Chair. The recommendation of the Chair may be appealed to the Grade Appeal Board by either the faculty member or the student within three calendar days of receiving the Chair's recommendation.
7. The Grade Appeal Board is composed of seven members: four faculty members, (three appointed by the Faculty Executive Committee and one appointed by the Chair from the Division which offers the course in which the grade is being appealed); the appropriate academic Dean; one Student Services representative appointed by the Vice President of Student Services; and one student from the Student Senate Committee.
8. The Grade Appeal Board will meet within 10 calendar days of receiving the appeal at a time when both parties are available to respond to the Board's questions. Under special circumstances, alternates may be appointed to the Grade Appeal Board by the person originally responsible for the appointment of that position.
9. By majority vote, the Grade Appeal Board will make one of the following decisions within two calendar days of the meeting:
 1. The appeal is dismissed and the grade remains.
 2. The grade dispute is resolved by changing the grade, or changing the grade under specific conditions. All members of the Board will determine if the grade should be changed and the faculty members on the Board will decide the specific grade to be awarded.
10. Decisions rendered by the Grade Appeal Board will be final.

Your Academic Status

Standards of Academic Achievement

1. A minimum cumulative grade point average of "C" (2.0) must be achieved to graduate with an Associate degree or Certificate.
2. A student making **Satisfactory Progress** is defined as:
 - a. Satisfactory/No Conditions - A student whose cumulative Grade Point Average satisfies the **Academic Status Scale**.
 - b. Academic Caution - A student whose cumulative Grade Point Average (GPA) satisfies the **Academic Status Scale** but is below 2.0 and the credit hours attempted are less 45.
3. A student making **Unsatisfactory Progress** is defined as:
 - a. Academic Probation - A student who has attempted 13 or more credit hours and whose cumulative GPA is below the required grade point average as indicated on the **Academic Status Scale**.
 - b. Academic Suspension - A student who has been on Probation for at least two Academic Semesters or who has not met the conditions of their **Educational Development Plan**.

B. At the end of the Winter Semester the student will be notified of their status and be required to develop an **ACADEMIC SUPPORT PLAN**¹ with an assigned member of Student Services or Faculty. An approved Academic Support Plan must be on file in the Records & Registration Office prior to the student being allowed to enroll for Fall Semester.

II. Students placed on ACADEMIC SUSPENSION:

After being on Academic Probation for at least two semesters or not meeting the conditions of their Academic Support Plan students will be notified of their status by the Director of Records and Registration. They will be denied enrollment for two consecutive semesters.

1. Students placed on suspension that may have mitigating circumstances² may appeal their suspension to a Dean or his/her designee. If the appeal is successful an Academic Support Plan will be required prior to registration.
2. Students enrolling after being suspended for two semesters will be required to meet with an assigned member of Student Services or Faculty and have a new Educational Development Plan on file in the Records & Registration Office prior to registration.

¹ACADEMIC SUPPORT PLAN (ASP)

An Academic Support Plan is a blueprint that outlines actions to be taken by the student that will assist a student to improve their academic performance. It could/should include such things as:

- a. Future course selection that will provide for maximum success.
- b. Number of credits to attempt per semester (based on data presented by student).
- c. Assistance e.g. tutoring, selecting peer mentored classes, P.A.L. program, meeting with instructor.
- d. Time management strategies.
- e. Other services as appropriate e.g. handicapped services, counselors, career center, etc.

²MITIGATING CIRCUMSTANCES

Mitigating circumstances are circumstances beyond the **reasonable control** of the student, such as injury or illness, death of a relative, or other special circumstances.

Special circumstances are defined to include the above with documentation, or such things as documented abuse, divorce, illness/surgery of spouse or child, or documentation that the student was required to drop out to care for a parent or was involved in a serious automobile accident, or was incarcerated. "Documented" is the operative word here.

Items not considered are lack of transportation, "I was just young and stupid," "I wasn't serious, but I am now," etc.

Fresh Start Policy

If you wish to re-enroll after an absence from Delta College of three or more years you may submit a request to the Director of Records and Registration to have your GPA recomputed using only grades earned after enrollment. If the request is approved, all courses previously taken at Delta College will remain on your permanent record/transcript. All course grades prior to re-enrollment will be converted to P/NC grades. Courses with grades of A, A-, B+, B, B-, C+, C will become P grades with credit; all other course grades will become NC grades without credit. **You may only use the Fresh Start Policy once.** The cumulative GPA and Academic Achievement policy conditions will be computed using all grades earned from the point of re-enrollment. **Note:** Regardless of the number of P grades resulting from this policy, a maximum of twelve (12) credit of P grades may only be applied toward Delta College graduation requirements. You are advised to discuss this option with your Counselor prior to the request.

Table for Determining Academic Status

Following is the table for determining your academic status at Delta College. To use the table: 1) locate on your grade report or academic transcript your cumulative grade point average and the total number of credits attempted; 2) find the corresponding credits attempted in the left-hand column of the table; and 3) read across the page to your right until you locate the column which includes your current cumulative grade point average. This column heading indicates whether you are in the Satisfactory Progress or Academic Probation.

Academic Status Scale			
Credit Hours Attempted	Satisfactory Progress		Unsatisfactory Progress
	No conditions	Caution	Probation
	GPA	GPA	GPA
0 - 12.9	1.50 - 4.0	0.00 - 1.49	
13.0 - 23.9	1.75 - 4.0	1.50 - 1.74	0.00 - 1.49
24.0 - 44.9	2.00 - 4.0	1.75 - 1.99	0.00 - 1.74
45.0 or more	2.00 - 4.0		0.00 - 1.99

Procedures for Academic Caution, Probation, and Suspension

I. Students placed on ACADEMIC CAUTION or ACADEMIC PROBATION:

- A. At the end of the Spring and Fall Semesters will be notified of their status and assigned to a member of Student Services or Faculty.
 1. Caution: strongly urged to seek the **assistance** of an assigned member of Student Services or Faculty.
 2. Probation: required to meet and determine **assistance** with an assigned member of Student Services or Faculty.

Academic Status for Financial Aid Recipients

Standards of Academic Progress for Financial Aid Recipients

Students must be making satisfactory academic progress toward the completion of a Certificate or Associate degree to be eligible for financial aid.

Standards of Academic Progress for Financial Aid Recipients are applied to all students receiving financial assistance after they have attempted 12.9 credits at Delta College. All semesters and courses in which students registered at Delta College are included in determining Satisfactory Academic Progress, regardless of whether or not the students received financial aid for those semesters and courses.

I. Standards of Academic Progress for Financial Aid Recipients

A. Making Satisfactory Academic Progress is defined as earning a cumulative grade point average (GPA) consistent with the Academic Status Scale below. In calculating the GPA on this Scale, all credits for which students ever enrolled at Delta College are included (grades A through E, P, NC, I, W, WN, WP, and WE plus all repeated courses).

ACADEMIC STATUS SCALE

Enrolled Delta Credits	Minimum GPA Required
0-12.9	0.00
13-23.9	1.50
24-44.9	1.75
45 or more	2.00

B. Making Satisfactory Academic Progress is also defined as having satisfactorily completed 67% or more of all credits in which students have ever enrolled at Delta College.

1. Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, or P are considered to be satisfactory completions.
2. Grades of W, WN, WP, WE, NC-No Credit, I-Incomplete, and E-Failure are **not** considered to be satisfactory completions.
3. For students with repeat grades, the lower grade is considered to be an unsatisfactory completion and the higher grade is considered to be a satisfactory completion.
4. For students choosing the Fresh Start option, grades changed to P are considered to be satisfactory completions. Grades changed to NC are **not** considered to be satisfactory completions. (Students choosing this option should be aware that grades of C-, D+, and D, which are considered as satisfactory completions, will be converted to NC grades, which are not considered to be satisfactory completions.)

C. Satisfactory Academic Progress also requires that financial aid recipients complete the Certificate or Associate degree within a time frame which, by federal regulation, is 150% of the published length of the program. For example, if a student is in an Associate degree program that requires 62 credits, the degree must be completed in a maximum of 150% of 62 credits, or 93 credits including both attempted and completed credits. (Students should consult the Delta College Catalog, Section III, Programs of Study, to find the number of credits required in their Certificate or Associate degree program, then multiply that number by 1.5 to determine the maximum number of credits.)

1. When students reach the maximum number of credits, financial aid will be terminated.
2. All semesters are taken into consideration when determining the maximum number of credits, whether or not students received aid during those semesters.
3. All grades (A through E, P, I, NC, W, WN, WP, and WE) and repeated courses are counted in determining the maximum number of credits.

4. Transfer credit must be taken into consideration when calculating the maximum number of credits; therefore, all credits up to a total of 38 that are transferred into Delta College will be calculated into the maximum number of credits for an Associate degree and all transfer credits up to a total of 15 will be calculated into the maximum for a Certificate.

Academic records of aid recipients are reviewed by the Office of Financial Aid prior to awarding for the standard academic year (Fall and Winter Semesters) to ensure that Standards of Academic Progress for Financial Aid Recipients continue to be met. Records are reviewed again prior to awarding for the Summer Semester. Additionally, academic records for loan recipients are checked prior to each disbursement. Students receiving aid whom the College places on Academic Probation between reviews will maintain their aid eligibility (but not their loan eligibility) for the probational semester(s) until the next review, providing them with the opportunity to improve their academic records and once again meet Standards. If Standards of Academic Progress for Financial Aid Recipients are not met at the time of the next review, financial aid will be terminated.

II. APPEALS

A. Students who have been terminated from further financial aid for failure to meet Standards of Academic Progress have the right to appeal. All appeals must be submitted in writing on the Satisfactory Academic Progress Appeal Form to the Office of Financial Aid. Appeals must be received no later than one week before the semester begins. Appeals received after that time will be considered to be appeals for the following semester, unless the students are officially registered in classes (tuition and fees are paid and students are in attendance). Students submitting appeals should state the reasons why satisfactory progress was not made and discuss actions that have been or will be taken to make satisfactory progress in the future. **Documentation supporting the reasons for the appeal must be attached. Appeals submitted without documentation will not be considered.** Mitigating circumstances beyond the reasonable control of students, such as injury or illness, death of a relative, or other special circumstances may be grounds for successful appeals.

1. If appeals are approved, students will receive an additional probational semester of aid during which they must **EITHER** complete all courses in which they register with grades of C (2.0) or better (no C-, D+, D, E, or NC grades), and with no Withdrawals (W, WP, WE) and no Incompletes (I), **OR** once again meet the Delta College Standards of Academic Progress for Financial Aid Recipients. At the end of the semester, grades will be checked.
2. If students have the met Standards of Academic Progress for Financial Aid Recipients, aid will once again be awarded. If students have not met these Standards, but have met the conditions stated in No. 1 above, further aid will be granted on a probational semester-by-semester basis. Grades will be checked at the end of each semester before aid is awarded for the next semester to ensure that the student is continuing to make academic progress. This process will continue until such time as the student once again meets the Standards of Academic Progress for Financial Aid Recipients. If it should be found that students have not made academic progress during one of these probational semesters, aid will be denied and the students will have to attend at their own expense until such time as the Standards of Academic Progress for Financial Aid Recipients are once again met.

B. The decisions reached on all appeals by the Financial Aid Advisory Committee will be final. However, if a student believes due process was not followed, the student may ask the Director of Financial Aid to review the decision made by the Advisory Committee.

Graduation Requirements

Degrees Granted by Delta College

- Associate in Arts
- Associate in Science
- Associate in General Studies

- Associate in Applied Science
- Associate in Business Studies
- Dual Degree

Associate Degree Requirements:

Students must complete all basic degree requirements, plus specific requirements in one of the Associate degrees listed. Courses numbered below 100 do not count towards graduation. A maximum of 38 semester hours of transfer credit may be applied toward a Delta College Associate degree. All financial obligations to Delta College must be fulfilled before a student is issued a diploma and/or certificate.

If your attendance has been **continuous** in the same program you may, for the purpose of graduation, elect either the program in effect at the time of your first registration at Delta or the program in effect at the time of your application for graduation. **Continuous attendance is defined as attending a minimum of one semester during each academic year since your first registration or when you officially declared your program of study.** If your attendance has not been continuous, you must follow the program in effect at the time of your readmission.

Basic Degree Requirements

1. Earn a 2.0 minimum cumulative grade point average in an Associate degree program. Students in the occupational curricula must earn a minimum of "C" (2.0) in specified courses. These courses are identified in Section III, Programs of Study.
2. Earn a minimum of 62 credits.
3. Successfully complete six credits in content-area writing courses.*
4. Earn a minimum of two credits of approved Lifelong Wellness course(s).
5. Successfully complete an approved course in American government: POL 103, POL 111, or POL 212.
6. Earn a minimum of 24 credits by instruction while in attendance at Delta College. You must earn the final credits at Delta to complete a degree. **Exception:** If 52 or more credits have been completed on a degree program at Delta, the final credits (maximum 12), if approved, can be earned through the Guest credit option at other institutions and transferred back into Delta.
7. File an application for an Associate degree and/or Certificate with the Records and Registration Office by mid-semester of the final semester of your course work.
8. You cannot apply more than a total of 12 credits of P/NC course work toward graduation requirements.
9. Delta College reserves the right to require students to successfully complete "key courses" in a program within a stated time frame. This may require you to repeat certain courses, even though a passing grade was previously earned. A "key course" is one whose content is essential to skills development and successful performance and where course content is likely to significantly change over time, as determined by divisions.

*Effective with the Fall Semester 1988, all entering students (those with no prior Delta credits) must complete six credits of writing across the curriculum courses to fulfill graduation requirements. Courses are designated by a "W" next to the course code, such as POL 103W, in the Schedule of Academic Classes booklet. Students with previously-earned degrees from accredited colleges and universities and students enrolled prior to Fall 1988 who have not maintained continuous attendance are exempt from this policy. College composition courses may not be used to fulfill the College writing requirement.

Statement of General Education

General Education is the process by which a student acquires the core knowledge and fundamental skills to become an educated person and life-long learner. CORE KNOWLEDGE is the understanding and appreciation of the social, cultural, technological and scientific developments of society. The EDUCATED PERSON has the ability to apply this core knowledge to function effectively and creatively in every aspect of life. The LIFE-LONG learner is able to both update this core knowledge and develop individual potential in a dynamic environment. General Education, therefore, provides the framework essential to the survival and success of our society.

Certificate Requirements

1. Earn a minimum of 24 credits (a minimum of 15 credits must be completed at Delta) and a 2.0 or above G.P.A.
2. Complete specific courses in an occupational program. See Section III, Programs of Study.
3. Be enrolled at Delta the semester in which Certificate requirements are completed. Any exception to this must be approved by the Vice President of Instruction and Learning Services.
4. Fulfill Basic Degree Requirements Nos. 7, 8, and 9 listed on the previous page.

Associate in Arts Degree (A.A.) Requirements⁵

1. Fulfill all Basic Degree Requirements.
2. Satisfactorily complete six credits in English composition or an approved equivalent.
3. Satisfactorily complete 8 credits minimum in each of Groups I, II and III listed below.

Associate in Science Degree (A.S.) Requirements⁵

1. Fulfill all Basic Degree Requirements.
2. Satisfactorily complete six credits in English composition or an approved equivalent.
3. Satisfactorily complete 8 credits minimum in each of Groups I and II plus 20 credits minimum in Group III listed below.

Group Requirements for Associate in Arts and Science Degrees⁵

You must complete courses from at least two subject areas listed in each of Groups I, II, and III

Specific major program requirements and acceptable courses within the group requirement areas differ among transfer colleges and universities. It is recommended that if you are planning to transfer, you should consult with a counselor to ensure that your planned course work meets the requirements for graduation from Delta College as well as specific requirements at other institutions into which you may wish to transfer.

Group I: Humanities

Art: All⁴ except ART 113, 114, 219, 289
English: ENG 253, 254, and 256 only
French (FR): All⁴
General Business: GB 203 only
German (GE): All⁴
History: HIS 111 and 112 only¹
Interdisciplinary Humanities (IHU): All⁴
Literature (LIT): All⁴
Music: All⁴ except MUS 138
Philosophy (PHL): All⁴
Photography (PHO): All⁴
Russian (RUS): All⁴
Sign Language (SL): All⁴
Spanish (SPA): All⁴ except SPA 107
Speech: SPH 112, 114, and 115 only

Group II: Social Science

Child Development: CD 116 and 116A only
Economics (ECN): All⁴
Biology: BIO 230 only³
History (HIS): All^{1, 4}
Geography (GEO): All^{2, 4}
Political Science (POL): All⁴
Psychology (PSY): All⁴
Sociology: SOC 200-level courses³

Group III: Natural Science

Must include at least one lab science of 15 *contact* hours.
Astrology (AST): All⁴
Biology (BIO): All⁴
Chemical Technology (CT): All⁴
Chemistry (CHM): All⁴
Chemical Process Industry (CPI): All⁴
Computer Science & Information Technology (CST): CST 171, 174, 181, 183, 271, 281, 282 only
Environmental Science: ENV 230 only
Geography: GEO 111 only²
Geology (GLG): All⁴
Interdisciplinary Science: All⁴ except SCI 099
Mathematics: MTH 110 and above only
Physical Science (PSC): All⁴
Physics (PHY): All⁴
Sociology: SOC 230 only³

Notes:

- ¹ HIS 111 and 112 may be included in either Group I or Group II, but may not be counted in both groups
- ² GEO 111 may be included in either Group II or III, but may not be counted in both groups
- ³ BIO 230 and SOC 230 may be included in either Group II or III, but may not be counted in both groups
- ⁴ "All" includes courses numbered 100-289; courses below 100 are excluded.
- ⁵ Completion of requirements for either the Associate in Arts Degree or the Associate in Science Degree automatically fulfills the requirements of the MACRAO Articulation Agreement. Information on the MACRAO Articulation Agreement is specified on page 24

Associate in Applied Science Degree (A.A.S.) Requirements

1. Fulfill all Basic Degree Requirements.
2. Satisfactorily complete six credits in English composition or an approved equivalent.
3. Satisfactorily complete all courses listed in one of the Delta College occupational curricula. See Section III, Programs of Study.

Associate in Business Studies (A.B.S.) Degree Requirements

1. Fulfill all Basic Degree Requirements.
2. Satisfactorily complete six credits in English composition or business communications as required by specific curricula.
3. Satisfactorily complete all courses listed in one of the Delta College business occupational curricula. See Section III, Programs of Study.

Associate in General Studies (A.G.S.) Degree Requirements

This degree will meet your needs if your goal is self-enrichment and you are not following a specific occupational or transfer program. All courses offered for academic credit at Delta College are applicable to this degree as per course descriptions. Because of the limited transferability, or in some cases non-transferability, of this degree, it is strongly suggested that you discuss this option with a counselor and consider fulfilling the Group Requirements.

1. Earn a minimum of 62 credits.
2. Earn a 2.0 minimum cumulative grade point average.
3. Fulfill Basic Degree Requirements Nos. 3, 5, 6, 7, 8 and 9.

Dual Associate Degree (A.A.S. & A.B.S.) Requirements

Dual Associate degrees are available in several occupational fields. The requirements are generally completed simultaneously. Your diploma will list both degrees: Associate in Applied Science (health care curricula) and Associate in Business Studies: Business Management

1. Fulfill Basic Degree Requirement.
2. Satisfactorily complete all courses listed in one of the Delta College occupational curricula. See Section III, Programs of Study.
3. Satisfactorily complete an additional 24 credits minimum, as prescribed for the approved dual degree.
4. A student with no prior college degree would have to earn a **minimum** of 86 credits to earn a Dual Degree (62 for the Health Degree and 24 for the Business degree).

Students who have earned a degree previously may not use courses from that degree to satisfy the requirements of a "Dual Degree". It is possible that a student's previous degree may have included one or more of the required business courses (GB 153, 245). They do not have to retake such classes, but must replace them from the list of approved business courses under the dual degree to complete an additional 24 credits for the Dual degree.

Subsequent and Simultaneous Associate Degrees

Associate degrees can be earned from Delta College simultaneous or following the first earned degree; however, when you complete two or more curricula in the same Degree with a difference of less than 24 credits, you will receive only one Associate degree and the transcript shall indicate that you have completed requirements in two or more curricula. Candidates for subsequent degree(s) or simultaneous must meet the following requirements:

A. General Requirements

1. Satisfactorily complete a planned curriculum in one of the following degrees: Associate in Arts, Science, Business Studies, or Applied Science.
2. Earn a minimum of twenty-four (24) additional semester hours of credit by instruction at Delta College. Accordingly, the minimum number of credits earned must equal the credits required for the first degree plus 24.
3. Fulfill Nos. 1, 7, and 9 of the Basic Degree Requirements.

B. Subsequent Associate Degree Requirements

1. Already have earned an Associate, Baccalaureate, or higher degree from a "regionally accredited institution". Previously earned credits will be evaluated for transfer to this degree.
2. Basic Degree Requirements 3, 4, and 5 will be waived for candidates with a Baccalaureate or higher degree from a regionally accredited institution, unless occupational curricula competencies specify otherwise.

C. Simultaneous Associate Degree Requirements

1. While working on one degree at Delta College, students may complete courses applied to a second Associate Degree. Therefore, credits earned beyond those needed for the first degree may be applied toward the second degree.
2. When the student completes two or more curricula in the same Degree (Associate in Arts, Science, Business Studies, or Applied Science) with a difference of less than twenty-four (24) semester hours of credit, the student will receive only one (1) Associate Degree and the transcript will indicate that the student has completed requirements in two or more curricula.

Commencement

One of the most memorable moments in your life will be receiving your Certificate or Associate degree from Delta College. You will want to attend Commencement, which will highlight this special moment for you and your family. Sometimes students are unaware of the special importance of attending Commencement. Relatives and friends take particular pride in seeing you achieve this goal. Give your family and friends the special pleasure of seeing you graduate from Delta College.

Although you may complete graduation requirements at the end of the Fall or Spring Semester, Commencement ceremonies are only held once a year at the end of the Winter Semester. Diplomas are mailed to you by the Records and Registration Office approximately four weeks after the end of the semester in which you complete your requirements.

The Commencement Program and your academic transcript will carry special designations if you complete your Associate degree with an outstanding academic record according to the following cumulative grade point averages:

3.50 - 3.69 Honors

3.70 - 3.89 High Honors

3.90 - 4.00 Highest Honors

Awards

Art Sample Furniture & Design Center

Recognizes the outstanding graduate in Interior Design.

Board of Trustees Award

Presented to the graduate/graduates who has earned the highest academic average.

Design Craftsman Award

Recognizes the outstanding graduate in art who has demonstrated excellence of artistic expression in any field of visual arts.

Dr. and Mrs. Donald C. Durman Award

Recognizes a graduate who has demonstrated service and leadership to Delta College and the community.

Dr. Daniel Kinsey Award

Characterizes athletic achievement, superior scholarship, and consideration for others.

Eaton Corporation Award

Recognizes the graduate who has achieved a superior scholastic record in mathematics.

English Division Award

Recognizes a graduate with outstanding scholarship in English studies.

Frances Goll Mills Award

Recognizes the outstanding graduate in nursing.

Fred E. Dulmage Memorial Award

Recognizes the top ranking graduate in the area of Engineering Technology.

Lola Bishop Whitney Award

Recognizes superior academic achievement and promise in the study of Foreign Language.

Midland County Bar Association Award

Recognizes the outstanding graduate in criminal justice who plans to enter this field directly or who will continue studies at a transfer institution.

Morley Foundation Award

Recognizes the outstanding graduate in business and management.

National City Bank Award

recognizes the outstanding graduate in finance and banking.

Office Systems Education Award

Recognizes academic achievement and good citizenship thereby demonstrating the business community's concern and appreciation of superior performance.

Paul Sowatsky Memorial Award

Recognizes the outstanding graduate in the General Motors Automotive Service Education Program.

Rowleys, Inc. Automotive Technology Award

Recognizes the Automotive Service Technology graduate with an outstanding academic record.

Seward, Tally, & Piggott, P.C. Pre-Law Award

Recognizes academic achievement and superior citizenship of a graduate planning to pursue further study in the legal profession.

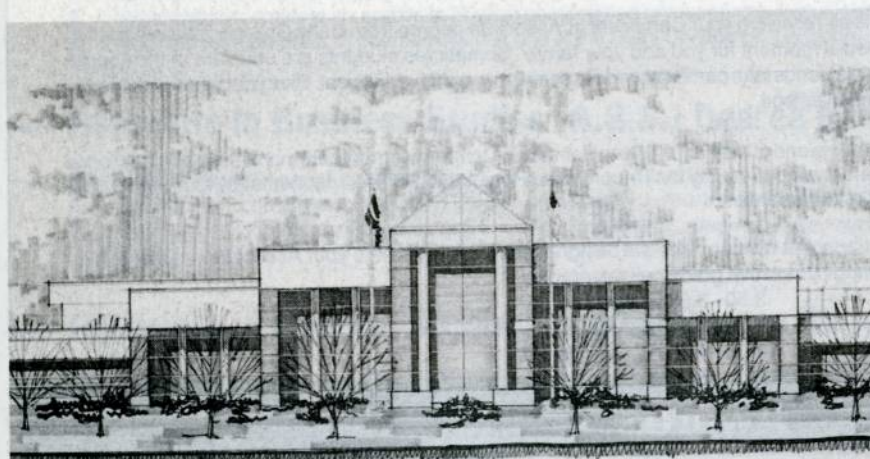
The Dow Chemical Company, Michigan Division Award

Recognizes the graduate with the highest accomplishment in science.

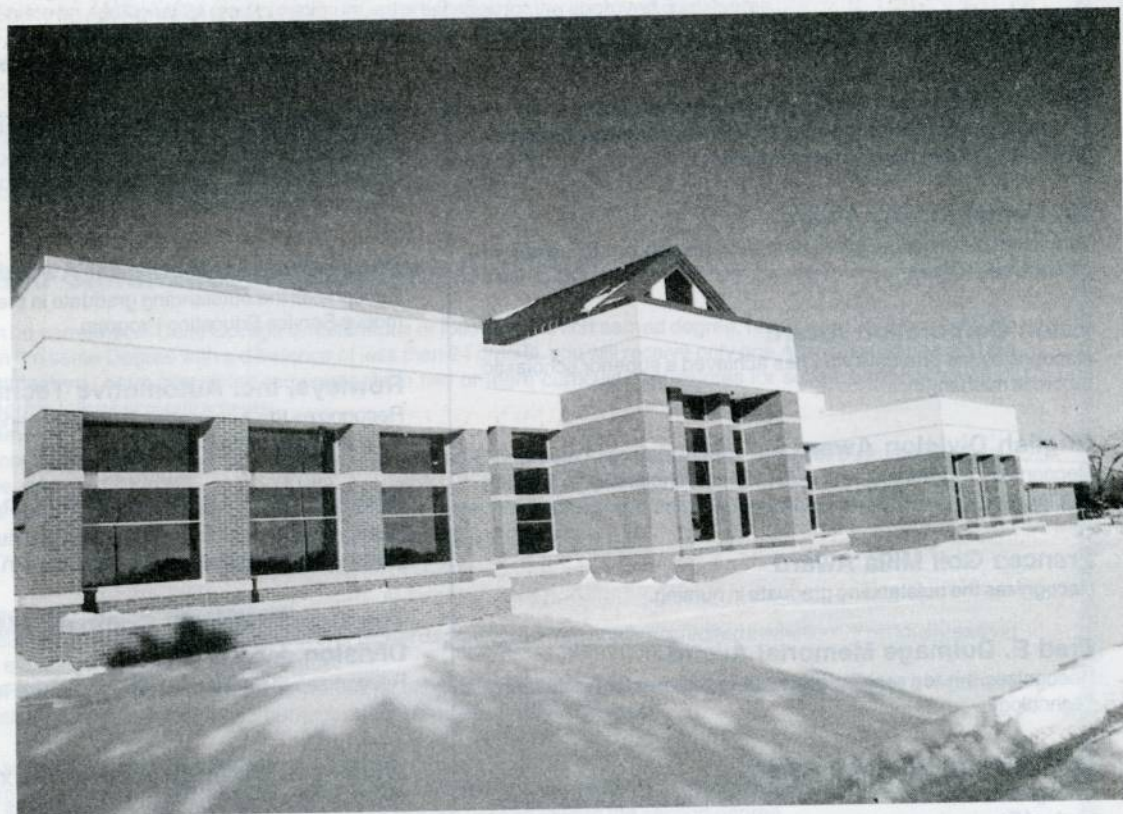
William R. Collings Award of Excellence

The Dow Corning Corporation recognizes a graduate with high personal goals, superior citizenship, and potential for leadership.

Commencement



E V A T I O N



SERVICES AND OPPORTUNITIES

1. Services and Opportunities
2. Clubs and Organizations



Services and Opportunities

Academic Advising

Location: Main Campus
D-102

Academic advising begins at Orientation when academic advisors and/or counselors assist you in selecting the course or courses that best fit your needs, achievement level, program requirements, and/or interests. See Section II, *The Enrollment Process, Steps to Success* for further information about Orientation.

Advising continues throughout your Delta College experience whenever you stop by Counseling's Academic Advising Walk-In Center or make an appointment in the Counseling Center. The Walk-In Center is there for immediate access to academic advisors for quick answers to your questions. For more involved questions or extensive assistance, make an appointment with your academic advisor or counselor in the Counseling Center, phone 686-9330. For other counseling services see *Counseling Center* in this section of the catalog.

Admissions

Location: Main Campus
D-101

Phone: 686-9093

The Admissions Office should be your first stop at Delta College. The staff will assist you, as a new student, with the application and enrollment processes; issue your student number; take you on a Campus tour; provide you with a College catalog and other Delta materials; and will be able to answer your questions or direct you to the Delta staff member who has the answer. Be sure to contact them early and get started down the right path to becoming a successful student at Delta.

Affirmative Action Office

Location: Main Campus
J-101

(inside Human Resources Office)

Phone: 686-9547

Delta College is guided by federal and state laws and internal policies which provide for equal opportunity in employment and educational programs and activities. The Affirmative Action Office oversees equal employment opportunity (the right of all persons to work and to advance on the basis of merit, ability, and potential) and affirmative action (the means by which the condition of equal employment is achieved), and seeks to ensure that discrimination and sexual harassment do not take place in employment or in any educational programs or activities.

See page 4 of this catalog for the Affirmative Action Statement and Section VII, Regulations and References, Safety and Security Information of 1992 for further information regarding sexual harassment.

You are encouraged to contact Margaret Mosqueda, Affirmative Action Officer at the location and phone listed above if you have any concerns regarding equal employment opportunities, affirmative action, discrimination, or sexual harassment.

African-American Services - see "Multi-Cultural Services"

Assessment/Testing

Location: Main Campus
D-111

Phone: 686-9338

Assessment/Testing Services provides a variety of testing services for new students, currently-enrolled students, business and industry clients, and the community.

As a new student, you will be required to take the ASSET test as part of the Steps to Success Program. See Section II, *The Enrollment Process, Steps to Success* for more information.

If you have had work experience and/or training that you think may be equivalent to content taught in actual College courses, you should look into the Credit for Prior Learning Program, described in Section IV, Academic Policies and Information.

Assessment/Testing Services are available to business, industry, and public service agencies on a contractual basis. Through these contracts, employers are assisted in identifying individuals whose skills best match job requirements. Career assessment is also available for those seeking a job change.

In addition to these services, the Assessment/Testing Services Office is a test site for numerous national certification and licensing exams. Approximately 25 standardized national examination programs are held on Campus each year. Tests include the General Educational Development (G.E.D.) Test for high school equivalency, the ACT exam for high school students entering college, and several professional exams such as the dental assisting boards and the automotive certification tests.

Bookstore

Location: Main Campus

Lower Level

N.W. Corner of Commons Food Court

Phone: 686-9030

Once you've registered for your courses, you'll want to go to the Delta Bookstore to get your textbooks. Textbooks are generally available for students to buy about three weeks before the semester begins. In order to avoid waiting in line and for the best service, buy your books for your courses as soon as you receive your receipt/schedule. Check into buying used books and save 25%.

Refunds: Textbook refunds are given to students who drop a course or have a course cancelled by Delta. Requests for a refund must be made **by the eleventh calendar day of the semester**. If you purchased a new textbook, it must still be new and **unmarked** (no names, erasures, broken bindings) to receive a full refund. Marked and damaged **new** books will be refunded at the used book price. Books purchased **used** will be refunded at the used price.

Buy-Back: The Bookstore will buy-back books at the end of each semester. Students should check posted times and dates in the bookstore. Most books can be resold. Exception: study guides, workbooks, lab manuals, books with fill-in or tear-out pages, and some titles no longer in use at Delta.

In addition to textbooks, the Bookstore sells workbooks, lab manuals, school supplies, drafting equipment, study aids, art materials, sportswear, greeting cards, college rings, gift items, candy, and snack foods.



Bridge Program for Underprepared Students

Location: Main Campus

J-114

Phone: 686-9163

If your ASSET and/or COMPASS scores reveal that you lack college level reading, writing, or math skills, the Bridge Program can help you to gain the skills that you will need to be successful in college.

Bridge Program courses are taught by outstanding instructors, Delta faculty who have the ability to work with underprepared students. Supportive and helpful counselors and other college staff work closely with Bridge Program instructors to help students to succeed.

Bridge Program courses include the following:

Student Success Strategies (ABS 097)
Study Skills (ABS 108A)
Basic Math (MTH 092)
Pre-Algebra (MTH 096)
Algebra (MTH 097)
Basic Communications (SPH 090)
Foundations of Science (SCI 099)
Introduction to College Reading & Writing (ENG 090)
Applied Spelling Techniques (ENG 104)
Effective Reading and Vocabulary Development I & II (ENG 108 & 109)
Structured Learning Assistance Workshops attached to some Bridge Program Courses provide additional help for students.

Taking one or more Bridge Program courses can help you save time and money for several reasons.

- Bridge students acquire needed skills in the shortest amount of time.
- Bridge students can move on to other courses sooner than students who have to retake courses because they lack necessary skills.
- All students who receive PELL Grant funds are eligible for 30 extra hours of aid for remedial courses such as those offered by The Bridge Program. (Check with the Financial Aid Office for details).

The Bridge Program faculty and staff are looking forward to helping you to succeed at Delta. Please contact us if you have any questions.

Broadcasting

Location: Quality Public Broadcasting

Main Campus

Lower Level

A-90

Phone: 686-9350

Delta College is fortunate to be able to serve our students and community through our television and radio facilities which transmit award-winning national and local programs. Q-TV (WDCQ, 19) has been serving the residents of the Tri-Cities since 1964; Q-TV (WDGP, 35), located in Bad Axe/Uby, began broadcasting at the end of 1986; Q-90.1 (WUCX) went on the air in the fall of 1989.

Q-TV 19/35 offers educational, cultural, and public affairs television programming (national, state, and local) that addresses community concerns and needs. In 1989, Q-TV became the first public or commercial television station in the Tri-City region equipped to transmit programming in stereo. In addition, a variety of programs are broadcast with closed captions for the hearing-impaired viewers. Q-TV also provides Spanish language translation of certain programs and descriptive video services (DVS) for the visually impaired.

Delta College shares in the operation of public radio station Q-90.1 with Central Michigan University. Listeners enjoy programs from National Public Radio, American Public Radio, and other major program sources, as well as local productions spotlighting jazz and recent trends in new music.

Delta College Quality Public Broadcasting is more than Q-TV and Q-90.1. It is also involved in the Broadcasting/Telecommunications (BRT) Program, which is taught by staff and other members of the community. Course work leads to an Associate degree and students gain valuable hands-on experience both by working on locally-originated programs and in broadcasting operations by taking on-air shifts in the Q-TV Master Control Room or Q-90.1 Studio.

In addition, Q-TV coordinates local involvement in the PBS Mathline Project, the nation's first telecommunications-based multi-media educational service aimed at improving math performance. It is also involved in the Ready to Learn Service, using programming and other tools to help achieve the goal that all children will start school ready to learn.



Campus Police

Location: Main Campus

N-102

Phone: 686-9111

If you should need their assistance, the officers of the Campus Police Department are available to you 24 hours a day, seven days a week. They are all certified by the Michigan Law Enforcement Officers Training Council and are Deputy Sheriffs of Bay County. They are charged with the enforcement of all College rules and regulations; rules of student conduct; State, federal, and local laws; and the investigation of crimes and accidents. Their services include: protection of persons and property; traffic control and enforcement; enforcement of parking regulations; public and motorist assists; crime prevention and prevention programs and information; operation of the College Lost and Found; and emergency first-aid.



Career Services

Location: Main Campus
Lower Level - East
Web Site: <http://www.delta.edu/~jobplace>

Phone: 686-9072

If you need assistance in selecting a major, planning a career path or changing careers be sure to visit Career Services. All resources include Michigan and national outlook.

The following computerized career guidance systems are also available to help you as you begin planning your career:

System of Interactive Guidance and Information Plus (SIGI-PLUS): Examine your values, fields of interest and work activities; develop occupation lists that match your choices; gather national information; and explore possible strategies as you begin the decision making process.

Michigan Occupational Information System (MOIS): Develop a list of careers based on your interest/ MOIS provides Michigan outlook information, earnings, educational institutions and Web sites.

Eureka: Select skills you want to use 8 hours a day, 40 hours a week. You will receive a personality profile, receive an occupation list and analyze past jobs.

Services and resources available: Volunteer Services, Internet access (career/employability only), College Source, plus numerous CD-ROM programs, flyers and books. Also a complete career, employment and video library.



Community Services

Location: Main Campus
Lower Level-West
A-76

Phone: 686-9412

Collecting information on social, political, economical and other life trends through a process called environmental scanning has enabled the Office of Community Services to consistently offer new programs that reflect our community's changing needs in areas such as short-term occupational training, personal enrichment and professional development.

Continuing education opportunities are available for the following professions: computer applications, dental, medical assisting, registered nursing, licensed practical nursing, phlebotomy, health unit coordinator, automotive specialties, American Institute of Banking, American Management Association, radiography, substance abuse, engineering, building trades, plumbing trades and electrician trades.



Conference Services - see "Food & Conference Services"



Cooperative Education

Location: Main Campus
Lower Level
F-40
Web Site: www.delta.edu/~coop

Phone: 686-9474

E-mail: mlwhite@alpha.delta.edu

If you are interested in working in a job that will give you experience related to your studies, you will want to look into the Cooperative Education Program. This Program is open to students who are majoring in general business studies, business administration, fashion merchandising/interior design, accounting, office/clerical, computer information systems, criminal justice, engineering and science technology, pre-engineering, broadcasting, waste water treatment technology, chemical technology, and science, and are enrolled in at least six credits. Co-op pay ranges from minimum wage to \$12 per hour. Major co-op employers include Dow Chemical North America, Dow Corning Corporation, General Motors Corporation, VA Medical Center, Delta College, and area businesses. As a co-op student, you would usually work between 12-30 hours per week.

To be considered for co-op, you should submit to the Cooperative Education Office a co-op application form and an updated resume. If you are a high school student, submit your final high school transcript. You should also have one year or more of studies remaining at Delta before graduating or transferring. Once you are hired into a co-op position, you will be required to enroll in the appropriate co-op academic course during the Fall and Winter Semesters. The co-op credits are included in the total number of credits required each semester and may be used as elective credits in your academic program.



Corporate Services

Location: International Centre
310 Johnson
Saginaw
Web Site: <http://www.corpserv.delta.edu>

Phone: 758-3600

E-mail: info@corpserv.delta.edu

Delta College Corporate Services provides workforce education and training solutions for the performance and productivity needs of business and industry. We deliver skills training and workforce development; our consultative approach focuses on performance goals and productivity objectives; customized solutions are developed to meet complex performance objectives; and, we provide management services aimed at improving the bottom line.

We use the very best subject-matter experts backed by practical experience. Our flexible implementation accommodates unique customer requirements, such as: 1) specific scheduling needs, 2) just-in-time implementation, 3) multiple delivery platforms, and 3) customer specified training locations.

Delta College Corporate Services in 1997 served 373 companies, trained 38,465 workers in 21 states and 29 countries.



Counseling

Location: Main Campus
D-102

Phone: 686-9330

Many important decisions and situations will confront you while you are a student at Delta College. You will need to make decisions regarding courses, curricula, and careers. You may become confused and upset or the stresses of your college or personal life may occasionally interfere with your academic achievement. These are the situations for which our counseling staff provides assistance. The staff is available both by appointment and on a walk-in basis. If you need simple, quick information or your questions will take only five or ten minutes to answer, you should take advantage of walk-ins. If your questions require more time or are of a personal nature, then you should make an appointment.

Your first contact with the counseling staff will likely be at Orientation. See Section II, The Enrollment Process, Steps to Success for further information about Orientation. After enrollment, there are many services available to you through the Counseling Center. These include:

Academic Advising: See this Section, Academic Advising.

Personal Counseling: Occasionally you may feel stressed from situations in your life. Counselors can help you to identify and clarify problems and find personal resources to cope successfully. Personal counseling is a strictly confidential relationship between you and your counselor in accordance with Michigan counselor license requirements.

Crisis Counseling: A counselor is available daily for students in crisis. You may go to the Counseling Center on your own or be referred by a staff or faculty member. The counselor will help you clarify the immediate issues and provide support in helping you re-establish balance. If needed, you will be referred to an appropriate agency outside Delta.

Career Guidance: Answers to questions such as, "What career, what major, what college?" are the outgrowth of understanding yourself. They require time and thought; assessing your interests and abilities; realistic planning with career information; and recognizing your own style, purposes, and values. Your counselor can help you with all of this; you can discuss your current situation and your hopes, dreams, fears, and questions. Delta also offers career and life development courses, many of which are taught by the counselors. See Section VI, Academic Course Descriptions, under ABS (Applied Behavior Studies).

Transfer College Information: See Section III, Programs of Study, Transfer Programs and Transfer Procedures.



Criminal Justice Training

Location: Main Campus
G-127

Phone: 686-9108

Delta College has been designated as one of the Regional Criminal Justice Centers in the state by the Michigan Commission on Law Enforcement Standards and is supported by state funding to offer a wide variety of training courses for rural and urban police officers.

The Basic Police Training School offered at Delta for newly-hired officers is required by law. Center in-service training and professional development for currently-employed officers and security personnel includes courses covering topics such as civil liberties, criminal law, traffic radar, disaster control, and white collar crime; specialized one-day seminars and conferences on topics ranging from arson investigation to traffic control; Reserve Police Officers Training; and full-week state and national conferences such as Advanced Criminal Investigation. National investigative teams from recent transportation disasters, as well as top crime experts, are among the individuals who provide instruction and technology. Third-party driver's testing is also offered to the public.



Dental Hygiene Clinic

Location: Main Campus
F-140

Phone: 686-9469

The Dental Hygiene Clinic provides you with the opportunity for oral hygiene services. These services are provided by the Dental Hygiene students under the direct supervision of state-licensed Dental Hygienists and Dentists and include: cleaning teeth, radiographs (X-rays), oral examinations, oral cancer examinations, topical fluoride treatments, sealants, and oral hygiene instructions. Minimum fees are charged for these services to cover the cost of disposable products used during your two-hour appointment. For an appointment, phone the Clinic.



Disability Concerns - see "Multi-Cultural Services"



Distance Learning

Location: Main Campus
Lower Level-West
A-61

Phone: 686-9398
Toll free 1-888-663-4254

Web Page: <http://www.delta.edu/~telelm>

Distance Learning provides learners with an alternative way to take college credit and non-credit courses. Using telecommunications technology, students can take classes from home or at an off campus site that is closer to home. Courses from other colleges and universities are also available.

Telecourses - Video and text based college credit courses designed for the independent learner. Students are able to complete the course from home, coming on campus for orientation, review sessions, and exams.

Interactive Television (ITV) - A system that links two or more classroom sites for simultaneous voice, video, and data exchange. Students attend class at a site nearby. Delta College courses and courses from other colleges and universities are available in this format.

Internet Delivered Courses - Course material, lectures, assignments, and class discussions are delivered online via the internet, creating a virtual classroom.

It is now possible to earn an associate's degree by taking a combination of telecourses, ITV, and Internet delivered courses. For more information about distance learning, contact the Telelearning Office.



Employment Services

Location: Main Campus
Lower Level - East

Phone: 686-9074

Web site: <http://www.delta.edu/~jobplace>

If you are looking for a job - be sure to register with Employment Services! Over 1,000 people find work each year with the help of this office.

Current and former Delta students, along with graduates from other Michigan public colleges and universities, are encouraged to use Employment Services. As employers contact the office with job openings, applicants are matched to their skills and interests, notified of openings and referred to potential employers. Full-time, part-time, seasonal and summer positions are available.

Student employment on-campus (while attending Delta Classes) is also available. Students who have received Work-Study as part of their financial aid package will find a variety of student employment opportunities off-campus as well. If you are interested in these types of jobs, you need to come into the Employment Services office several weeks before you hope to start working.

A great way to meet employers is at the annual Employment Fair, held on Delta's main campus each spring. Information about this free event is available during winter semester.

The staff in Employment Services can also help you polish your resume and develop interviewing and job hunting skills using the many resources available.



Financial Aid

Location: Main Campus
D-101

Phone: 686-9080

The goal of the Financial Aid programs at Delta College is to reduce or eliminate the economic barriers that prevent you from fulfilling your educational plans. Grants, scholarships, part-time employment, and loans are available if you apply and are eligible. It is important to apply early for financial aid. The application process may take four to six weeks and aid is awarded on a first come, first served basis. Limited funds exist in some programs and they may be depleted early. See the Financial Aid Section for application and program details.



Fire Science Technology/Academy

Location: Main Campus
N-151

Phone: 686-9020

The Fire Science Technology/Academy is jointly sponsored by Delta College, the Michigan Fire Fighters Training Council (MFFTC), and representatives of local fire departments and manufacturers who serve on the Fire Science Advisory Committee. Through this partnership, Delta College has been designated by MFFTC as a Regional Training Center. The Academy provides a variety of academic programs, including Fire Fighter I and II, Fire Officer I, II, and III, and specialized degree options. All courses develop basic and advanced skills needed to perform effectively within the fire service environment.



Food & Conference Services

Location: Main Campus
Lower Level
Commons Food Court

Phone: 686-9035

Food and Conference Services coordinates conference and meeting rooms for various College and community events and caters meals for special events for both the College and the community. Contact the Food and Conference Services Office for details.

There's no doubt about it! Studying makes you hungry, so you'll want to visit our food services. Here you can purchase snacks or full meals at our mini food court featuring Pizza Rotinis, Spud Rocks, Health Club Soup and Salad Bar, TCBY Yogurt, Sara Lee Deli Sandwich Shoppe and Delta's own Courtyard Cafe and Commons Grille and Bakery. Relax in the lounge facilities and enjoy the game room. In addition, vending machines in various locations throughout the Main Building and the Fine Arts Building offer hot and cold drinks, bottled water, candy, snacks, sandwiches, popcorn, ice cream, fruit, and entrees.



Location: Main Campus
Lower Level
A-45

The Delta College Foundation is a nonprofit, tax-exempt educational corporation organized under Michigan law to receive gifts, bequests, and scholarships on behalf of the students, the staff, and the College. The primary purpose of the Foundation is to solicit private sector financial support to extend the broadest possible opportunities for educational benefits to the residents of Bay, Midland, and Saginaw counties.

The scholarships provided by the Foundation include:

Bay City Central - Class of '41 Scholarship
 Elzie & Muriel Beaver Scholarship Endowment
 Darrell R. Berry Scholarship
 Donald J. & Betty Carlyon Scholarship
 Delta College Business Division Endowment
 Delta College Employees' Endowment for Student Scholarships
 Delta College Foundation Student Scholarship Endowment
 Louis W. Doll/Patricia Drury Scholarship
 Gene R. Duckworth Scholarship
 Gerace Construction Scholarship Endowment
 Robert M. Gohlke Memorial Scholarship
 Priscilla Bogi Guritza Scholarship
 Beki Gray Hadley Scholarship
 Honors Scholarship Endowment & Athletic Scholarship Endowment
 Walter M. & Sophie Kilar Scholarship
 King's Sons & Daughters Scholarship-Saginaw County
 Oscar W. Kloha Scholarship
 Edith & Wallace Knepp Scholarship
 Robert I. & Marjorie Knepp Scholarship
 W.R. Knepp, Jr. Scholarship
 Gary Laatsch Scholarship
 Rhea Miller Scholarship Endowment
 Morley Brothers Foundation Scholarship
 Wendell R. & Ethel G. Mullison Scholarship
 William H. "Buddy" Oates Scholarship
 Cecilia Randall Scholarship Endowment for Work Study Students
 Renee L. Rookard Scholarship
 Clifford & Grace Saladin Scholarship
 Ruth & Van DeWitt Simmons Scholarship
 Paul Sowatsky Scholarship
 Lola Bishop Whitney Scholarship
 Alice & Jack Wirt Scholarship
 Alma & Alton Zucker, Sr. & Anton Zucker, Jr. Scholarship

Donald J. & Betty Carlyon Endowed Teaching Chair
Ormond E. Barstow & Ludo K. Frevel Award for Scholarship
Achievement Endowment
Global Education Endowment
Delta College Foundation Endowment
DeVere Sturm Family Endowment



Beki Gray Hadley

Health Services

Location: Main Campus
N-102

Phone: 686-9333

To assist with your health needs, a registered nurse is available Mondays through Thursdays from 8 a.m. to 5 p.m. and Friday from 8 a.m. to noon. She will provide emergency first aid; direct treatment for minor injuries or illnesses; health screening, including blood pressure, T.B. skin tests, and weight; health referrals and assistance with locating medical assistance; health counseling and preventative health care materials; dispensing of over-the-counter drugs as appropriate; health insurance information and applications; and maintenance of student health records.



Hispanic Services - see "Multi-Cultural Services"



Honors Program

Location: Main Campus
J-100

Phone: 686-9091

If you are a highly-motivated learner capable of critical/creative thinking, the Honors Program is designed to meet your needs. Honors courses provide much individual attention as well as interaction with instructors and peers. You can enroll in the full Honors Program; select individual Honors sections; or receive Honors credit for non-Honors courses by arranging with instructors to complete an Honors option (extra reading or writing, a project, class presentation, etc.).

To qualify, you must meet one or more of the following criteria: graduate in the top 10-15% of your high school class; have a cumulative high school grade point average (GPA) of 3.5 or higher; have a combined score of 1100 on the SAT or a composite score of 25 on the ACT; have completed 12 college credits with a 3.2 or higher GPA; receive a strong teacher recommendation; do well on the ASSET test; or demonstrate equivalency of the above through portfolios, projects, awards, and/or an interview with the Honors Program Director.

If you are a motivated student seeking a challenging classroom environment and you can demonstrate a commitment to learning, you are likely to be admitted.



Institutional Advancement

Location: Main Campus
B-151

Phone: 686-9225

The Office of Institutional Advancement oversees Marketing and Public Information, the Graphic Design Center, and the Delta College Foundation. The primary purpose of the Office of Institutional Advancement is to promote the College and enhance community relations. This office also coordinates all fundraising activities in the College.

Contact this office for information regarding College events.



International/Intercultural Programs

Location: Main Campus
Lower Level-West
A-57 and A-58

Phone: 686-9485

No matter where you stand on earth, international and intercultural education is important. At Delta College, International/Intercultural programs advance faculty, student, staff, and community projects that foster a global perspective, respect for diversity, value of the environment, and skills necessary to work and live in an evolving world community. These are some initiatives:

- curricular support and modular development
- sister college linkages
- international travel tours
- faculty and student exchanges
- membership in state and national organizations
- Peace Corps Partnership
- outreach programs for local service organizations
- community forums
- World View Awards
- Global Awareness Week
- Earth Day
- Global Education Endowment
- Gene Duckworth Scholar in Residence Program
- International/Intercultural Resource Office

If you are interested in participating in any of these projects, please contact this office for more information.

The world is what we share ... make it your classroom



Library Learning Information Center

Location: A-100

Information Desk Phone: 686-9016

The Library Learning Information Center (LLIC) provides you with a learning centered environment. In the LLIC, there is access to computers, library functions, tutoring and academic testing all in one setting.

Academic Testing Center

The testing center provides on-campus, year-round access for academic out-of-class, make-up, and distance learning testing in a secure environment.

Library

Reference: 686-9560

Circulation: 686-9310

Audiovisual: 686-9307

The Library assists with class work, business, or personal information needs. The collections consist of monographs, periodicals, and newspapers. The Library is a partial depository of United States government documents. The collections are accessed through the on-line catalog (VALCAT), CD Rom indexes, or printed indexes. Electronic access to full-text articles is also available. If needed information isn't available at Delta's library, it may be obtained through Interlibrary Loan. At least two weeks are needed for delivery.

Reference services include library instruction and individual research assistance by professional librarians.

Audiovisual equipment such as slide projectors, tape recorders, and video players is available for your use within the LLIC.

Open Computer Lab

Phone: 686-9513

The Open Computer lab gives you a place to complete lab assignments given in class, to research class related issues on the internet and to practice your computer skills at your own pace with the assistance of a student lab monitor. Internet related questions concerning Delta's Internet service can be answered here as well. Most of the software taught at Delta is available in the lab. Some software includes Microsoft office products, Lotus, WordPerfect, Netscape, Telnet, Email, Programming languages, graphics software specific to textbooks, and software developed by Delta Faculty. Computer operating systems include Windows 95, Macintosh OS, AS400, and Unix.

Teaching Learning Center

Professional staff and student tutors offer you academic support in all subjects. Workshops and individual assistance is offered in all academic content areas offered at Delta College.

Tutoring is available on a walk-in basis, one-on-one, and through the Peer Mentor and Structured Learning programs. Master student workshops, academic skills assessment, and electronic learning styles inventories are also available. Special services include accommodations for learning disabled students.

Student tutors and mentors must meet strict qualifications and receive ongoing training. An internationally recognized tutor certification through the College Reading and Learning Association is available to all tutors and peer mentors and ensures the quality of services offered.

Some tutoring assistant services are offered at the Midland Center and the Ricker Center.



Lifelong Wellness Facilities

Location: Main Campus
N-wing

Phone: 686-9025

To add a little fun and fitness to your life, you can take advantage of our Wellness facilities. We have something for everyone. There are eight racquetball courts, two gymnasiums, a dance room, and a fitness center. Used for College classes, these facilities are also available to the public on weekends during the Fall and Winter Semesters for a fee. Phone the Health and Wellness Division Office for details.

The newest addition to the facilities is the Fitness Center, which features a Universal aerobic super circuit and a variety of other aerobic exercise equipment. Through a required orientation session, you can have an individualized workout program designed just for you and a sophisticated computer program periodically monitors your progress. When not in use for College fitness classes, this facility is available for Delta employees and students, as well as the general public for a minimal cost. Phone the Fitness Center at 686-9518 for open hours and rates.

There are also outdoor facilities available to the general public at no charge when not in use for instructional purposes, team practice, or sports events. These include tennis courts, archery targets, a soccer field, and a golf driving range and putting green.

Multi-Cultural Services

Location: Main Campus
D-102

Phone: 686-9125

Students with varied abilities and backgrounds will find support services among the various areas within Multi-Cultural Services. Staff members provide information and direct support for you in the areas of admissions, financial aid, registration, academic advising, and program completion. Support services are also available for students with disabilities to accommodate their unique needs including instructional aids, interpreters, readers, adaptive equipment and orientation. Assistance to students can be arranged for either day or evening hours both on the main campus and at the off-campus locations.

Yearly activities to inform the College and community of the unique cultural, historical and linguistic heritage of our students are sponsored including a graduate recognition. Various performers, speakers and activities, plus student clubs and organizations are sponsored for your participation - you may start a group that addresses your interests. A small library collection is available which contains unique historical and cultural material, and which also stores catalogs from various Black colleges for students interested in transferring.

Areas included in Multi-Cultural Services are:

African-American Services

Phone: 686-9121

Disability Concerns

Phone: 686-9096

Hispanic Services

Phone: 686-9125

Native American, Asian,

International

Phone: 686-9125

Student Activities

Phone: 686-9336

Multi-Media Learning Lab

Location: Main Campus
Upper Level
F-268

Phone: 686-9479

The Multimedia Learning Lab is an open lab, available to provide you with flexible, independent learning activities which support the instruction you receive in the classroom. It is made up of independent work spaces with open access (days, evenings, and weekends), and provides technical support staff, services, and materials. Preferential access is given to students in five areas: allied health; nursing; science; technical; and health, physical education and recreation.

Native-American, Asian, International - see "Multi-Cultural Services"

Off-Campus Center Services

For information, contact Instructional Support Services

Location: Main Campus
J-102

Phone: 686-9426

Delta College offers courses and services in approximately 30 off-campus locations, giving you the opportunity to take many courses at sites that may be closer to your home than the main campus. The five major off-campus centers are:

Industry Education Center
3024 James Savage Road
Midland

Phone: 496-3368
FAX: 496-0038

International Centre
310 Johnson
Saginaw

Phone: 758-3600
FAX: 754-1213

Midland Center
1025 E. Wheeler Road
Midland

Phone: 495-4010
FAX: 835-8422

Planetarium and Learning Center
100 Center Avenue
Bay City

Phone: 667-2260
FAX: 667-2266

Ricker Annex Center
4605 Webber
Saginaw

Phone: 752-7500
FAX: 752-9762

Since the number of courses offered at these centers varies, the number of services offered also varies. Some of the services offered at the five centers listed above include computer labs, tutoring, study skills development, make-up testing, limited advising/counseling services, referral to appropriate on-campus offices, forms and information needed for Delta processes, and food and beverage vending machines.

Check the Credit and Non-credit Class Schedule for listings of courses offered each semester at off-campus locations.

Placement - see "Employment Services"

Pre-School

Location: Main Campus
Y-Building
Northeast of Main Building

Phone: 686-9334

If you have children between the ages of 2 1/2 and 6 who need quality child care, the Pre-School Center may be your answer. The Center provides a balanced schedule of daily activities based on the developmental needs of pre-school children, including intellectual stimulation, emotional stability, large motor activity, rest, and nourishment. Child care is available during the Fall and Winter Semesters, serving the children of Delta students, faculty, and staff. Children in the community may enroll, if space permits. Contact the Pre-School Center for details and fees.

Planetarium and Learning Center

Location: 100 Center Avenue
Bay City Phone: 667-2260

The Delta College Planetarium & Learning Center, funded with a \$8.75 million NASA grant, houses a state-of-the-art planetarium/theater complex, rooftop observatory, and eight classrooms. Also included is a large multi-purpose assembly/exhibit space, gift shop and a magnificent lobby whose floor displays most of our star constellations.

The Planetarium has a DIGISTAR II Star Projection System in a 50 ft. dome with 130 unidirectional seats allowing for audience-driven interactive programming. The computerized star projection system and integrated audio-visual special effects equipment provides unique learning opportunities for school and civic groups, the public and Delta College classes and special programs. Call the office for show times and ticket prices.

Records and Registration

Location: Main Campus
B-Wing Phone: 686-9305, Records
686-9396, Registration

You will want to get acquainted with the services of the Records and Registration Office, because you will need to use them often during your enrollment at Delta. Some of those services include: conducting phone and on-campus registration, processing adds and drops, mailing grade reports, filling transcript requests, evaluating transcripts from other colleges for possible Delta credits, certifying for graduation, and providing diplomas, enrollment verification, and health validation applications.

For details about registration, adding courses, and dropping courses, see Section II, The Enrollment Process, Registration.

For details about grades, transcripts, and graduation, see Section IV, Academic Policies and Information.

For details regarding acceptance of transfer credit, see Section IV, Academic Policies and Information, Acceptance of Credits.

Police - see "Campus Police"

Recycling Team

Location: Main Campus
B-153 Phone: 686-9209

As a student at Delta College, you'll have the opportunity to participate in the College recycling program. Delta College is involved in the collection of computer paper, newspaper, mixed office paper, cardboard, phone books, food service materials, and polystyrene. Collection bins are conveniently located throughout the Campus. Student volunteers are welcome! A successful recycling program requires the cooperation and dedication of everyone on Campus. For an information packet listing recyclables and collection sites, stop in or phone the Office. It's our environment! Let's take care of it!

Single Parent, Displaced Homemaker, and Sex Equity Grant Programs

Location: Main Campus
D-101

Phone: 686-9390

The Single Parent, Displaced Homemaker/Sex Equity Grant is part of the Carl D. Perkins Vocational Education Act. The Grant is designed to aid students in vocational programs and is a supplement to federal financial aid.

To qualify, you must be in an approved vocational program and be a single parent, a displaced homemaker, a single pregnant woman, or a non-traditional job trainee.

The Grant covers the cost of tuition, fees, and books after Federal Pell Grant dollars have been exhausted and also pays for Community Education courses not eligible for Federal Pell Grant funds. Other costs, such as uniforms, may also be covered for qualified students.



Speaker's Bureau

Location: Main Campus
B-151

Phone: 686-9490

To assist you with programming for your club or organization, Delta College faculty and staff members are available free of charge to speak on a variety of topics in areas such as the arts, community issues, political issues, economic issues, and many more. Take advantage of this service and provide quality programming for your group.



Student Activities - See "Multi-Cultural Services"



Teaching Learning Center & Testing Center - See "Library Learning Information Center"



Tech Prep

Location: Main Campus
J-102

Phone: 686-9218

Delta College's Tech Prep Office serves as the fiscal agent and as the coordination resource center for the Saginaw Valley Tech Prep Partnership. The Partnership is a community activity whose purpose is to develop Tech Prep programs, services, and related activities between high schools, intermediate school districts, career and technical centers, postsecondary institutions, and Delta College. Tech Prep assists high school students to obtain relevant academic skills that are aligned and articulated with Delta College courses and the workforce. Financially supported by federal grant funds, Delta College, and local resources, the Saginaw Valley Tech Prep Partnership provides academic course and program development, student activities, and professional development opportunities for teachers, faculty, counselors, administrators, and employers in Arenac, Bay, Midland, Saginaw, and Tuscola Counties serving students in grades 11-14.

Anyone interested in learning more about the Tech Prep programs is encouraged to contact the Tech Prep office.



Veterans' Services

Location: Main Campus
B-wing

Phone: 686-9465

If you are a veteran, you will want to be sure to visit this Office. The staff of veteran-students understands your needs and will assist you in obtaining your veterans' educational benefits. They also provide information regarding college credit for your military training/experience, loans, and helping services and/or any other entitlements allowed through the U.S. Department of Veterans Affairs. See Section II, The Enrollment Process, Veterans/Reservists Information for further details.



Volunteer Services

Location: Main Campus
Lower level - East
Web Page: <http://www.delta.edu/~jobplace>

Phone: 686-9072

In conjunction with the Bay, Midland and Saginaw Voluntary Action Centers (VAC), you can take advantage of service learning opportunities. The VAC offices can take advantage of service learning opportunities. The VAC offices can place you in community work settings that will allow you to gain insight into a career, attain on-the-job work experiences and broaden your educational experiences.

Volunteering provides you an opportunity to build self-confidence, career/employability skills, and the chance to give back to your community. To register and find out more about volunteering opportunities stop by Career & Employment Services.



Clubs and Organizations

If you would like more information call the contact person listed or Student Activities Office at 686-9336 or visit our office located in D102.

Alpha Mu Gamma

Purpose is to recognize achievement in the field of foreign language study, to stimulate a desire for linguistic attainment, to encourage a continuing interest in the study of foreign languages, literatures, cultures and civilizations and foster sympathetic understandings of other peoples and international friendship. Pamela Renna 686-9447 (S-50)

Black Student Union Organization

Promotes cultural awareness and fosters a healthy support system through effective communication and networking and establishing community service projects /activities. Diane Short 686-9121 (D-102)

Delta Collegiate

An award-winning student newspaper published weekly and distributed free during Fall and Winter Semesters. Joan Ramm 686-9151 (S-30)

Delta Epsilon Chi (DECA)

A national business association for college students with career objectives in marketing, merchandising, and/or management. Our purpose is to enhance the value of education and promote understanding and appreciation for the responsibilities of citizenship in our free enterprise system. Shawna Mahaffey 686-9371 (S-238)

Delta Tutorial Association

Fosters tutor training and professionalism to provide a network support and recognition for tutors and mentors to promote tutoring. Jim Valkenburg 686-9034 (A-100)

Health Care Organizations

Dental Hygiene - Nursing - Respiratory Care

Physical Therapy Assistant

Promotes their individual professions and awareness for good health care. Health & Wellness Division 686-9127 Nursing Division 686-9500

Honors

A program for highly motivated learners capable of critical/creative thinking. Honors courses provide individual student attention as well as interaction with instructors and peers. Drew Colenbrander 686-9617 (J-110)

International Student Organization

Promotes the social and cultural needs of international students at Delta. Emphasis is on supporting the international students while giving American students the opportunity to experience other cultures and countries. Angie Radlinski 686-9336 (D-102)

Inter-Varsity Christian Fellowship

Provides a place for the encouragement and challenge of Christian Fellowship and Bible study. Jerry Schuitman 686-9195 (G-207)

Student Service Learning Program

In partnership with the Volunteer Action Centers of Bay, Midland, Saginaw and Tuscola Counties our Volunteer Office offers you an opportunity to: broaden your educational and work experiences, obtain on-the-job insight into a career, develop job training for resume building, instill confidence, create self-esteem, and promote self involvement for the betterment of our communities. Call 686-9434 or visit Career & Employment Services.

Judo Club

Promotes both the art and sport of Kudokan Judo through studying and participating in competitions. Thomas Long 686-9025 (Health & Wellness Division)

LaRaza

Promotes Hispanic culture by innovative and creative means to exhibit mutual respect for all cultures. It is committed to higher education and community service for all Hispanic students. Each member bears a special responsibility to reinforce and reflect those values that will support and encourage younger students. Ray Guitierrez 686-9125 (D-102)

Minds Eye Theatre Group

Promotes the expansion of the imagination through improvisational theatrical events, and improving impromptu communications skills. Christine Pease-Hernandez 686-9011 (S-219)

Philosophy Club

Explores the subject of philosophy and its application to the everyday world. Darien Ripple 686-9548 (S-210)

Phi Theta Kappa International

The largest Honor Society for two-year colleges which promotes scholarship, leadership, service, and fellowship among its members as well as the Community. Sandy Fritz-Kelly 686-9287 (F-220)

Running, Rowing and Chess Clubs

Promotes the sports of running and rowing to increase students health and fitness. The chess club promotes student interaction and challenges the thinking skills of the mind. Jack Crowell 686-9052 (G-206)

Student Senate

The Student Senate Liaison Committee identifies areas of concern to faculty, staff and students. They initiate action for investigation and recommendations. Elvina Sika 686-9223 (D-101)

Trilogy

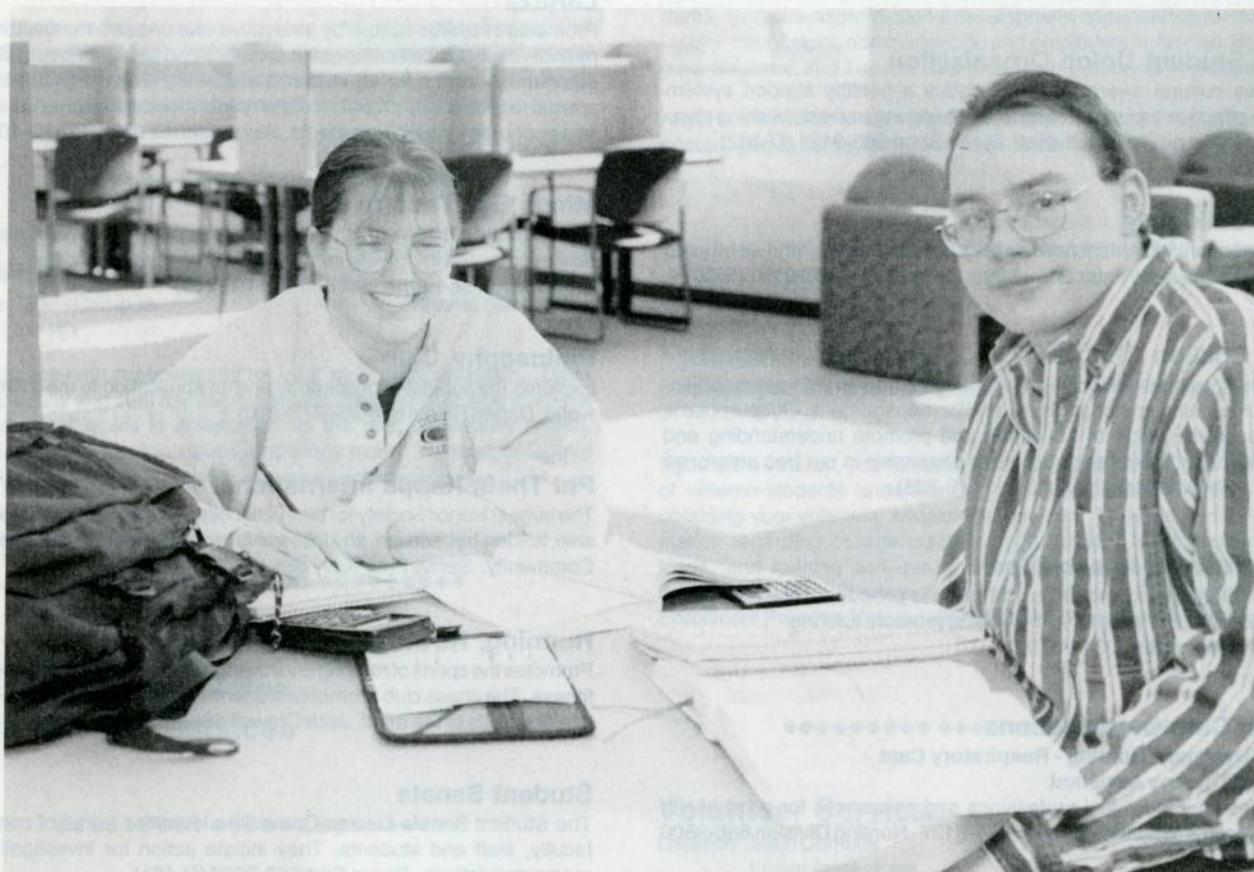
To increase the awareness on campus of concerns within the gay community and provide a supportive environment for social and political activities for gays, lesbians, bisexuals, transgenders and friends. Angie Radlinski 686-9336 (D-102)

USS Solar Wind

Members share the enjoyment of a Star Trek Club and explore their knowledge of science fiction. Mark Robertson 686-9520 (D-168)

Water & Waste Water Technology Organization

Affords students an opportunity to learn more about the environment and Waste/ Waste Water fields. Meet other people in that field and become aware of activities taking place in the area. Ron Sharp 686-9071 (D-159)



"Students' Quotes"

Deanna Holmes, of Millington: "Delta's 3 + 1 program with Northwood University is an outstanding partnership that benefits students like me. I'm able to attend Delta for three years and then transfer to Northwood to complete my education. This kind of cost savings without sacrificing quality is why I chose Delta."

Seth Rivard, of Bay City: "Delta is convenient and offers so many programs that are designed with the transfer student in mind. The counseling staff worked with me to make sure that I would have a smooth transition to my four-year school."

THE ACADEMIC COURSE DESCRIPTIONS

1999 - 2000

1. Academic Course Information
2. Academic Course Abbreviations
3. Academic Course Descriptions



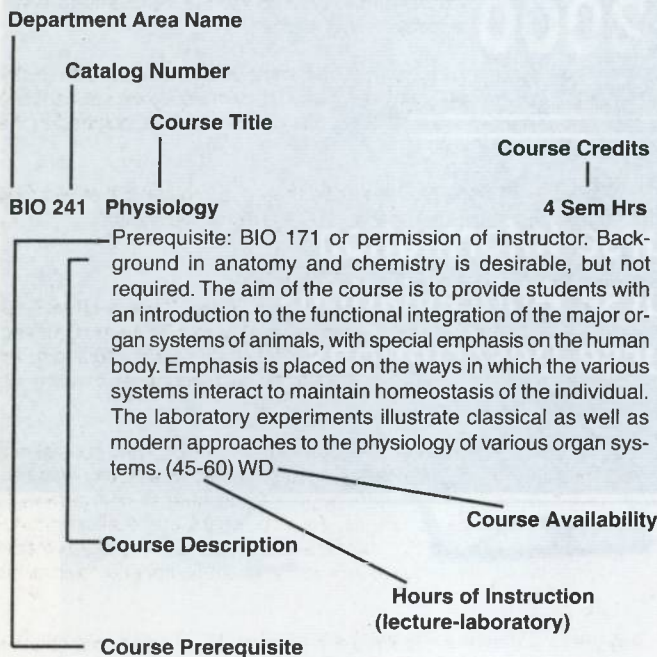
Delta College
We Are Your Opportunity

**SECTION
VI**

Academic Course Information

Courses listed in this section are those which Delta College is approved to offer; however, inclusion of a course does not obligate the College to offer the course in any particular semester or year. Most of the courses listed will be offered at least once during a complete academic year. A schedule of courses is published in March for the Spring/Summer Semester, in early April for the Fall Semester, and by early November for the Winter Semester. **Courses in this section, as well as in the Academic Class Schedule booklet published each semester, are listed in alphabetical order by subject area name according to three or four character course numbers.**

An Example



Course Credits

1. Each course is assigned a number of credits which generally indicates the number of hours per week the course meets. Courses with labs and occupational courses, however, generally meet more hours than the number of credits they carry.
2. Tuition rates are assessed on a per-credit-hour basis, and vary depending on your residency classification. Total tuition for each course must be paid at registration time.

Course Prerequisites

1. Requirements which must be met or courses which must be taken before enrolling in a specific course are listed as a Prerequisite at the beginning of each course description.
2. Courses not having a prerequisite stated may be taken by any student.

Course Descriptions

1. Below each course number and title, a brief course description is provided. You should read this description carefully to be sure you are qualified to take the course and that the course content meets your needs and interests. If you need additional information, you may contact the Chair of the Division which offers the course or the course instructor.
2. Instructors often give supplemental course information (i.e., course outline, syllabus, tasks and competencies, etc.), during the first week of classes, so students will know specific course procedures, grading criteria, and course objectives. Circumstances such as illness, inclement weather, class composition and size, or the introduction of timely material may necessitate some adjustments. The College recognizes the right of the faculty member to exercise professional judgment in making such adjustments.

Hours of Instruction

The numbers given within parentheses at the end of each course description indicate the total number of hours each course will be scheduled within a semester. The first number specifies total lecture hours and the second number specifies total laboratory or clinical hours for the course. Skilled Trades courses, however, only have one number (clock hours), since lecture and laboratory hours have been combined.

Course Availability

For courses that are offered only one semester each year, the letter code at the very end of the course descriptions designate the semester in which the course is usually offered.

F	Fall Semester	O	Occasionally or On Demand
W	Winter Semester		if sufficient enrollment develops
S	Spring/Summer Semester		

Course Numbering System

All Delta College academic courses have a three-digit course number. The Academic Class Schedule booklet, which is published prior to each semester, lists courses in alphabetical order by subject area name according to these three-digit course numbers.

1. Courses below 100 are considered developmental and do not meet graduation requirements.
2. Courses within the 100-199 series generally represent freshman-level courses; however, these courses may also be taken by sophomores.
3. Courses within the 200-389 series are intended primarily for sophomores; however, these courses may be taken by freshmen having the necessary prerequisites.
4. Courses within the 290-299 series designate special courses as follows: 291 Independent Study (arranged on an individual basis between student and faculty member; see Independent Study Course Information, page 117); 292-299 Special Topics/Seminars (such courses will be offered as regular courses upon demand or to meet the special needs of some programs).

Honors Course Sections

Honors courses will incorporate all regular course content with added emphasis on individual learning styles, the process of learning, and the creation of products. You will be involved in problem-solving, analyzing, synthesizing, and evaluating at a higher level of abstraction. You will be expected to be more self-directed with a goal of understanding the theoretical base of the subject matter. If you enroll in honors courses, you will receive an "H" for that course on your transcript.

Independent Study Course Information

Independent Study refers to enrollment in an appropriately-designated, variable-credit course for a specific plan of study, authorized and supervised by a consenting faculty member. Independent Study is not a substitute for regular courses, but an enrichment opportunity. Normally, it is a project designated to allow you to investigate an area of interest not within the scope of a regular course, to probe more in depth than is possible in a regular course, or to obtain an educational experience outside that normally offered by a regular course.

Guidelines for an Independent Study course are:

1. **Proposals:** The Independent Study project is normally student-initiated. Early interaction with faculty is essential in the development of a mutually-acceptable project description. At a minimum, such a description should contain an outline of the study topic, specification of the work to be done and the materials to be read, the credit to be given, the type and frequency of faculty-student contacts, and a statement of the evaluative criteria to be used by the faculty member.
2. **Approval Process:** The faculty member must accept and approve the project and then submit the agreed-upon proposal on the appropriate form to the Department Chair for approval. The granting of approval by the Department Chair may involve considerations, such as faculty workload, which go beyond the merits of the project. If the Chair approves, information copies of the form are then submitted to the Academic Dean and the Director of Records and Registration. The student may register for the project after the authorization form is received by the Director of Records and Registration.
3. **Responsibility:** Independent Study is basically a tutorial process, necessarily involving substantial faculty participation. Students are on their own when pursuing an Independent Study, because it involves no class meetings or formal lectures. The faculty member is the responsible custodian of the project, obliged to provide guidance, assistance, criticism, suggestion, and evaluation.
4. **Variable Credit:** With faculty approval, credit may vary from one to six credits.

International Travel/Study Courses

Delta College offers international travel/study courses on an annual basis. These courses are usually offered for four credits which include a combination of lecture and field experience in group international travel; however, since the length of travel time may vary from one to four weeks, the Academic Council has approved variable credit, depending on the length of the travel field experience. Consequently, travel/study courses may vary in credits from a minimum of one to a maximum of four. These courses are numbered 268 and may be taken in various disciplines; i.e., BIO 268, ECN 268, SOC 268. The specific country/region of focus will be listed after the course number and title (SOC 268 International Studies: Australia). You may register for only one travel/study course per trip. You should consult a counselor regarding the transferability of total credits earned through international study and travel.

Delta College reserves the right to alter, add, or delete course numbers, titles, credit hours, lecture and/or lab hours, and descriptions before expiration of this publication.

Non-degree credit courses offered by Community Services (Section III, Programs of Study, Non-Degree Programs and Activities) are described in their Community Services Schedule of Classes, which is published prior to the beginning of each semester.

Learning Community Courses

Learning community courses are courses in which:

1. Disciplines are taught together (for example, literature with history, calculus with physics, criminal justice with psychology) so that the connections between them are clear.
2. You can work with other students on activities and projects.
3. You can interact with other students and teachers and be part of a closely-knit, supportive community of learners.
4. You may experience a variety of learning modes such as participating in large and small group discussions, working on activities and projects, taking field trips, and hearing lectures.
5. Students and teachers work closely together, contributing what they already know and seeking new knowledge.
6. You get to express your thoughts and ideas and to hear those of your fellow students.
7. You can gain self-confidence about yourself as a student, a thinker, a reader, a writer, a speaker, a listener.

These courses usually combine two different disciplines or areas in order to show the connections between them. They are taught by at least two instructors, each from the different disciplines or areas included in the course.

Each semester, Delta College publishes a complete list of learning community courses in the Academic Class Schedule booklet.

Distance Learning Courses

In addition to traditional teaching methods, Delta College offers telecourses, Interactive Television Courses, and Internet Delivered Courses. By taking advantage of the new technologies available to educators, it is now possible to earn college credit at home or at a site closer to where you live or work.

Telecourses are meant for the independent learner. They consist of a textbook, study guide, video tapes, and are guided by a faculty member. You have access to the instructor by phone, the internet, or in person, to discuss questions when they arise. You need only to come on campus for an orientation session and the exam/review sessions. If you are a veteran or on financial aid, you should check with your counselor prior to enrolling in a telecourse.

Interactive television courses are very similar to traditional courses because all students attend class at the same time each week. Using the latest in telecommunication technologies, Delta can offer the same class at four different locations at the same time, all taught by the same instructor. All sites can see and hear the other sites simultaneously over television monitors. You attend the site most convenient to you.

Internet delivered courses are also meant for the independent learner who needs a flexible schedule. You can "attend" class when it's convenient for you. The syllabus along with links to assignments, are available on the web and classroom discussion takes place via e-mail, chat programs, and listserv. You only have to come on campus for an orientation session and exams.

Going the Distance degree program is a project between Delta and CMU where the delivery of the degree programs are entirely through distance learning. These learning experiences shall include Learning Packages, Independent Study, Telecourses, Online courses and other appropriate forms of distance delivery.

The Michigan Community College Virtual Learning Network (MCCVLN) is a collaboration between Michigan community colleges that allows Delta students to take distance learning courses from other community colleges in Michigan. If a specific class is needed and Delta doesn't offer it, check out the course database on the web at <<http://mcca.org/mcca/vln>>. Check also with your counselor to make sure the credit will transfer back to Delta as the course you need.

Each semester, Delta College publishes a complete list of distance learning offerings in the Academic Class Schedule booklet.

Academic Course Abbreviations

Courses in this section, as well as those in the Academic Class Schedule booklet published each semester, are listed in alphabetical order by department areas.

The subject area abbreviation appears on students' grade reports and official transcripts.

Abbreviation	Department Area	Page
ABS	Applied Behavioral Studies	119
ACC	Accounting	119
AFT	Aviation Flight Technology	120
AGM	Auto Service Education Program (ASEP)	120
AGR	Agricultural Enterprise	122
AIB	American Institute of Banking	123
ARC	Architectural Technology	124
ART	Art	124
AST	Astronomy	126
AUT	Automotive Service	126
BIO	Biology	128
BRT	Broadcasting and Telecommunication	130
CAD	Computer Assisted Drafting	131
CD	Child Development	131
CED	Cooperative Education	132
CT	Chemical Technology	133
CHM	Chemistry	133
CJ	Criminal Justice	134
CNC	Computer Numerical Control	135
CPI	Chemical Process Industries	138
CRM	Credit Union Management	138
CST	Computer Science and Information Technology	138
DA	Dental Assisting	140
DH	Dental Hygiene	141
DRF	Drafting	142
ECN	Economics	143
ED	Education	143
EET	Electronic Engineering Technology	143
EGR	Engineering	144
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An Employer's Opinion

"Delta College's Child Development program has a great reputation which is why we call Delta's Placement an opening for child care staff and teacher assistants. We have been very pleased with the Delta students we have hired."

Rebecca Anlas • Kinder Kare • Freeland

Course Descriptions

APPLIED BEHAVIORAL STUDIES COURSES

ABS 097 Student Success Strategies 4 Sem Hrs
Develops knowledge of strategies in using information about: 1) study skills such as notetaking, test preparation and test taking, effective textbook reading and review, memory, presentation and writing-to-learn strategies, and critical thinking; 2) Life skills such as self-assessment of strengths and weaknesses, learning style, health, time management, stress management, relationships, self-esteem, responsibility, and goal setting; 3) Delta resources such as the library and electronic indexes, and Teaching/Learning Center. Aids in understanding the transition to the expectations of academic culture. Does not earn credit toward graduation. Recommended for students whose assessment scores indicate skills in ENG 100, ENG 108 or ENG 109 range. Credit may be earned in only one of the following: ABS 097 or ABS 098, 099, and 100. (60-0)

ABS 102 The Job Hunt 1 Sem Hr
Develops skills in identifying students' job-related abilities and attitudes; locating leads in the job market; writing resumes and cover letters; completing applications and interviewing. (15-0)

ABS 103 Career Decision Making 1 Sem Hr
A group seminar to help students discover and actualize their unique capabilities, strengths, talents, and abilities. The seminar will enable each student to learn about the variables that are important in making an occupational decision. (15-0)

ABS 104 Behavior Change I 1 Sem Hr
Prerequisite: ENG 111 or 111A. Assists students in identifying and examining their self-limiting thoughts, attitudes, and behaviors. Helps students develop a plan of action for change through application of the Take Charge Theory. Examines the American socialization process and the development of the social self as they apply to personal, individual change. Reflects through writing, on parts of the Take Charge Theory, as it applies to students. (15-0)

ABS 105 Behavior Change II 1 Sem Hr
Prerequisite: ABS 104. Applies the Take Charge Theory to students, to others and to situations primarily through group activities. Reviews the American Socialization Process, explores social behavioral theories as they apply to personal change and growth, and practices the process of Creative Mental Imagery. (15-0)

ABS 108 Becoming a Master Student 2 Sem Hrs
Assists students in obtaining skills critical to their college success. Demonstrates and practices strategies in test taking, note taking, memory, textbook reading, and critical and creative thinking. Explores life skills related to college success, such as personal responsibility; relationship building; health, money, time and stress management; and college resources. Students enrolled in or needing ENG 100, ENG 107, or ENG 108 are recommended to take ABS 100. Credit may be earned in only one of the following: ABS 100, ABS 101, ABS 108 or ABS 292. (30-0)

ABS 108A Becoming A Master Student/Plus Practice 3 Sem Hrs
Combines the goals of ABS 108 with additional time for individual attention to student needs in using study and life skills practice. Recommended for students who want or need additional practice and instructor feedback or who are coming back to school after an extended absence and whose assessment scores indicate skills in ENG 111A range. Credit may be earned in only one of the following: ABS 101, ABS 108 or ABS 108A or ABS 292. (45-0)

ABS 290-299 Special Projects in Applied Behavioral Science O

ACCOUNTING COURSES

ACC 111 Introductory Accounting 4 Sem Hrs
Basic accounting practices and procedures, including journalizing, posting, preparation of financial statements, special journals, subsidiary ledgers, petty cash fund, bank reconciliation, and payroll accounting. Completion of a practice set is required. Transfer students should take ACC 211. Credit may only be earned in either ACC 111 or in 211 but not in both. (60-0)

ACC 115 Applied Tax - H&R Block 5 Sem Hrs
A practical course dealing with mastery of current tax law. Students apply their knowledge by constant completion of federal and state forms relating to such topics as deductions, credits, self-employment, farms, rentals, pensions and capital gains. H&R Block issues a Certificate of Accomplishment to students who average grades of 70% or more in the course. (75-0) FW

ACC 211 Principles of Accounting I 4 Sem Hrs
Prerequisite: MTH 097 or the appropriate score on the colleges current assesment instrument. Introduces basic concepts of accounting principles. Includes the accounting cycle for service and merchandising businesses, internal control, accounting for current assets, long-term assets, current liabilities, and owner's equity. Completion of a practice set required. Credit may only be earned in ACC 111 or 211 but not both. (60-15)

ACC 212 Principles of Accounting II 4 Sem Hrs
Prerequisite: ACC 211 with a C (2.0) minimum grade. Includes a study of corporation basic theory and methodology, statement of cash flows, accounting for manufacturing operations, and accounting data as used in performance measurement, decision making, planning, and control. (60-15)

ACC 214 Microcomputer Accounting Applications 4 Sem Hrs
Prerequisite: CST 133 or CIS 133 and ACC 111 or ACC 211. An introduction to microcomputer applications in general ledger, accounts receivable, accounts payable, payroll, and inventory/invoicing. Electronic spreadsheet applications will be developed using appropriate software. Outside laboratory assignments will be given. (60-0) FW

ACC 215 Federal Tax Accounting 3 Sem Hrs
Prerequisite: ACC 212. Studies the Federal income tax law. Emphasis is placed on the application to the individual and the single proprietorship business, although some references are made to the corporation. Individual tax returns are prepared. (45-0) FW

ACC 223 Accounting Practices/Working Capital 4 Sem Hrs
Prerequisite: ACC 212 and ACC 214 with grades of C (2.0) or better. Discusses current assets and current liabilities. Includes journalizing, in-depth study of cash and internal control, receivables, current liabilities, error analysis, statement analysis, payroll taxes, and sales tax. Completion of three major projects is required. (60-0) F

ACC 224 Accounting Practices/Long-Term 4 Sem Hrs
Prerequisite: ACC 212 and ACC 214 with grades of C(2.0) or better. Discusses longterm assets and equities. Includes journalizing, plant assets, depreciation, notes, stockholders' equity, time value of money, error analysis, statement analysis, and statement of cash flows. Completion of three major projects is required. (60-0) W

ACC 227 Intermediate Accounting I 4 Sem Hrs
Prerequisite: ACC 212 with a C (2.0) minimum grade. Accounting processes, theory, and principles. Financial statement presentation, valuation of current assets, property plant and equipment, current liabilities and time value of money. Designed for Northwood University 3+1 students. (60-0) F Odd years only.

ACC 228 Intermediate Accounting II 4 Sem Hrs
Prerequisite: ACC 212 with a C (2.0) minimum grade. Equity accounting including stockholders equity, EPS, income taxes, pensions, leases, accounting changes, revenue recognition, investments, financial statement analysis, long-term liabilities and statement of cash flows. Designed for Northwood University 3+1 students. (60-0) W Even years only.

ACC 233 Cost Accounting 3 Sem Hrs
Prerequisite: ACC 212 with a C (2.0) minimum grade. Relates principles and methods of handling materials, labor costs, and manufacturing expenses to the formulation of reports to management. Includes job order, process, standard, direct and budgetary costing procedures. (45-0) FW

ACC 235 Financial Management 3 Sem Hrs
Prerequisite: ACC 212 with a C (2.0) minimum. An introduction to the basic concepts of financial management. Includes goals and functions of financial management, financial forecasting, leverage, working capital management, time value of money, stock and bond valuation, cost of capital, capital budgeting, and concept of risk. (45-0) FW

ACC 290-299 Special Projects in Accounting O

AVIATION FLIGHT TECHNOLOGY COURSES

AFT 101 Private Pilot Ground Training 4 Sem Hrs
Provides the basic principles of flight that are of concern to the private pilot with special emphasis on preparation to pass the Federal Aviation Administration (FAA) Private Pilot written exam. Includes Preflight facts, FAA regulations, meteorology, flight computer, navigation and radio navigation. (60-0) F

AFT 105 Primary Pilot Flight Training I 2 Sem Hrs
Prerequisite: Completion of or concurrent enrollment in AFT 101 and coordinator permission. Provides knowledge, skills and habit patterns for solo flight. Includes practice of airport operations, takeoffs and landings, and emergency procedures with work towards maximum performance standards. Emphasizes radio navigation and advanced ground reference maneuvers directed towards private pilot skill level. Special fees for flight instruction and aircraft rental must be paid by students. (0-50)

AFT 106 Primary Pilot Flight Training II 3 Sem Hrs
Prerequisite: AFT 105 with a "C" (2.0) minimum grade and coordinator permission. Provides information, knowledge, and skills so student may safely conduct solo - cross-country operations. Develops Pilot Proficiency in preparation for Private Pilot Practical Test. Special fees must be paid by student for flight instructor time and aircraft rental. (20-25)

AFT 201 Instrument Pilot Ground Training 4 Sem Hrs
Prerequisite: AFT 101 or equivalent and coordinator permission. Prepares students for Federal Aviation Administration Instrument-Rating-Airplane written examination leading to the addition of an instrument rating to a Private or Commercial Pilot certificate. Emphasizes airplane instruments, air traffic control, Federal Aviation regulations, instrument flight operations, en route and approach charts and IFR trip planning and navigation. (60-0) W

AFT 202 Aviation Meteorology 1 Sem Hr
Prerequisite: GEO 103 with a "C" grade (2.0) minimum. Focuses on use of aviation weather services, electronic retrieval of weather related information and the National Weather Service Program. Emphasizes flight planning and the use of surface weather reports, radar reports, aviation forecasts, surface analyses, constant pressure charts and upper winds information. (15-0)

AFT 210 Commercial Pilot Ground Training 4 Sem Hrs
Prerequisites: AFT 101 with a "C" (2.0) grade minimum or equivalent and coordinator permission. Prepares students for the Federal Aviation Administration Commercial Pilot written examination leading to licensure of a commercial pilot by the Federal Aviation Administration. Covers applicable flight information publication, meteorology and weather, navigation, aerodynamics and principles of flight, and aircraft instruments. (60-0)

AFT 215 Advanced Pilot Flight Training I 2 Sem Hrs
Prerequisite: AFT 106 with a "C" (2.0) minimum grade, previous or concurrent enrollment in AFT 201 and coordinator permission. Provides student with foundation in attitude instrument flight and instrument navigation. Prepares student for introduction of Instrument Flight Rules (IFR) en route procedures by performing instrument approaches and holding patterns. Special fees for flight instructor and aircraft rental will be paid by student. (30-26)

AFT 216 Advanced Pilot Flight Training II 3 Sem Hrs
Prerequisite: AFT 215 with a "C" (2.0) minimum grade and coordinator permission. Provides instruction in Instrument Flight Rules (IFR) en route procedures to attain proficiency level of Instrument Rated Pilot. Provides the student who meets the flight time requirements of FAR (Federal Aviation Regulation 61.65) the qualifications to apply for F.A.A. Instrument Rating Practical Test. Special fees for flight instructor and aircraft rental will be paid by student. (25-20)

AFT 217 Advanced Pilot Flight Training III 2 Sem Hrs
Prerequisite: AFT 106 with a "C" (2.0) minimum grade and coordinator permission. Includes extensive review and practice in Visual Flight Rules (VFR) cross-country procedures. Develops night orientation, night cross-country procedures, complex airplane operations and precision flight maneuvers to Commercial Pilot standards. Special fees for flight instructor and aircraft rental will be paid by student. (35-34)

AFT 218 Advanced Pilot Flight Training IV 3 Sem Hrs
Prerequisite: AFT 217 with a "C" (2.0) minimum grade and coordinator permission. Provides extensive review and preparation for Federal Aviation Administration Commercial Practical Test. Emphasizes both the Instrument and Commercial Flight Test Oral Preparation Briefings. Special fees for flight instructor and aircraft rental must be paid by student. (25-25)

AFT 290-299 Special Projects in Aviation O

AUTO SERVICE EDUCATION PROGRAM (ASEP) COURSES

AGM 122 Chassis Service 12 Sem Hrs
Introduces the operation, maintenance, and service of GM base brakes, steering and suspension. General auto lab equipment operation and stresses safety. Introduces electrical theory and reinforces basic charge-start systems. (96-180)

AGM 123 Chassis Dealership Work Experience 1 Sem Hr
Prerequisite: Successful completion of AGM 122. Provides work experience in the operation, maintenance, and service of GM base brakes, steering and suspension. Stresses general auto lab equipment operation and safety. Introduces electrical theory and reinforces basic charge-start systems. (0-400)

AGM 124 Engine and Emission Control Service 12 Sem Hrs
Introduces the operation, maintenance, and service of GM engines for mechanical and performance. Stresses spark, fuel, and emission control systems as well as the tooling necessary to interrogate these systems. (96-180)

AGM 125 Engine Dealership Work Experience 1 Sem Hr
 Prerequisite: Successful completion of AGM 124. Provides work experience in the operation, maintenance, and service of GM engines for mechanical and performance. Stresses basic spark, fuel, and emission control systems. Introduces the tooling necessary to interrogate these systems. (0-400)

AGM 131 Automotive Electronics 4 Sem Hrs
 Introduces the operation, maintenance, and service of battery, charging, starting systems, and GM electrical and electronic systems. Credit may be earned in AGM 131 or SKGM 131, but not both. (36-64)

AGM 132 Brakes, ABS & TCS Service 5 Sem Hrs
 Introduces the operation, maintenance, and service of GM base brakes, anti-lock and traction control. Presents general auto lab equipment operation and stresses safety. Credit may be earned in AGM 132 or SKGM 132, but not both. (45-80)

AGM 133 Steering and Suspension Service 6 Sem Hrs
 Introduces the operation, maintenance, and service of GM steering and suspension systems. Credit may be earned in AGM 133 or SKGM 133, but not both. (54-96)

AGM 134 Dealership Work Experience I 2 Sem Hrs
 Provides work experience in the operation, maintenance, and service of GM base brakes, steering, suspension, and electrical systems particularly battery, charging and starting systems. Stresses general auto lab equipment operation and safety. (0-600)

AGM 141 Specialized Engine Repair 6 Sem Hrs
 Prerequisite: AGM 134. Introduces the operation, maintenance, and service of GM engines for mechanical performance. Stresses proper repair techniques and diagnosis of engine noises. Credit may be earned in AGM 141 or SKGM 141, but not both. (54-96)

AGM 142 Electronic Engine and Emission Controls Service 9 Sem Hrs
 Prerequisite: AGM 134. Introduces the operation, maintenance, and service of GM engines for drivability performance. Stresses proper repair techniques and diagnosis of engine drivability problems. Credit may be earned in AGM 142 or SKGM 142, but not both. (81-144)

AGM 143 Dealership Work Experience II 2 Sem Hrs
 Prerequisite: AGM 134. Provides work experience in the operation, maintenance, and service of GM engines for mechanical and drivability performance. Stresses basic spark, fuel, and emission control systems. (0-600)

AGM 160 Minor Vehicle Service 2 Sem Hrs
 An Introduction to the components and operating principles of the automobile. Emphasis is placed upon job orientation, safe work habits, and the opportunity to learn accurate and accepted methods in the performance of minor services. (10-30)

AGM 162 Engine Service 5 Sem Hrs
 Prerequisite: GM Dealership sponsor or GM Apprentice. Emphasizes engine servicing, necessary for engine repair and maintenance. Includes the design, construction, and operation of gasoline and diesel engines. Credit may be earned in AGM 162 or SKGM 162 but not both. (35-105) F

AGM 167 Air Conditioning 2 Sem Hrs
 Prerequisite: AGM 183. Studies nomenclature, theory of operation, system diagnosis, and methods of service with emphasis on use of tools and equipment necessary to determine malfunctions, service components, and place unit back in service. (21-21) S

AGM 170 Dealership Work Experience I 1 Sem Hr
 Prerequisite: GM Dealership sponsor and AGM 160,162. A 400 hour internship emphasizing skills derived through on-the-job experience at the sponsoring dealership. (0-400)

AGM 183 Specialized Electronics Training 4 Sem Hrs
 Provides the beginning technician with skills necessary for competent electrical fault isolation, system diagnosis, and repair. Credit may be earned in AGM 183 or SKGM 183 but not both. (60-12) F

AGM 187 Electronic Engine Controls/Driveability 9 Sem Hrs
 Prerequisites: AGM 162/SKGM 162. Studies complete emission systems, fuel delivery functions, fuel injection, electronic ignition systems, engine tuneup and drivability. Emphasizes computerized engine control, and the use of accurate and complete methods in the diagnosis of engine performance complaints. Credit may be earned in AGM 187 or SKGM 187 but not both. (60 -180) W

AGM 190 Dealership Work Experience II 1 Sem Hr
 Prerequisite: GM Dealership sponsor and AGM 170. A 360 hour internship emphasizing skill derived through on-the-job experiences with the sponsoring dealership. (0-360)

AGM 222 Drivetrain Service 12 Sem Hrs
 Introduces the operation, maintenance, and service of GM manual and automatic power transmission devices and stresses final drive and propshaft. (96-180)

AGM 223 Drivetrain Work Experience 1 Sem Hr
 Prerequisite: Successful completion of AGM 222. Provides work experience in the operation, maintenance, and service of GM manual and automatic power transmission devices and stresses final drive and propshaft. (0-400)

AGM 224 Electrical/Electronics/Air Conditioning Service 12 Sem Hrs
 Stresses the operation, maintenance, and service of GM electrical and electronics systems. Introduces heating & air conditioning systems and controls. (96-180)

AGM 225 Electrical/Electronics/Air Conditioning Work Experience 1 Sem Hr
 Prerequisite: Successful completion of AGM 224. Provides work experience in the operation, maintenance, and service of GM electrical and electronics systems, stressing heating & air conditioning systems and controls. (0-400)

AGM 231 Driveline and Manual Trans Service 3 Sem Hrs
 Prerequisite: AGM 143. Introduces the operation, maintenance, and service of GM manual transmissions, transfer cases, propshafts and final drive units. Credit may be earned in AGM 231 or SKGM 231, but not both. (27-48)

AGM 232 Automatic Electronic Transmissions Service 8 Sem Hrs
 Prerequisite: AGM 143. Introduces the operation, maintenance, and service of GM electronically controlled transmissions. Credit may be earned in AGM 232 or SKGM 232, but not both. (72-128)

AGM 233 HVAC Service 4 Sem Hrs
 Prerequisite: AGM 143. Introduces the operation, maintenance, and service of GM Heating, V entilation, and Air Conditioning systems and their controls. Credit may be earned in AGM 233 or SKGM 233, but not both. (36-64)

AGM 234 Dealership Work Experience III 2 Sem Hrs
 Prerequisite: AGM 143. Provides work experience in the operation, maintenance, and service of GM manual and automatic heating, ventilation and air conditioning systems, automatic transmissions, and drivelines. Stresses proper handling of refrigerant and safety. (0-600)

AGM 241 Body Electronics Service 4 Sem Hrs
 Prerequisite: AGM 234. Stresses the operation, diagnosis and service of GM body electrical and electronics systems. Credit may be earned in AGM 241 or SKGM 241, but not both. (40-40)

AGM 260 Suspension Systems 5 Sem Hrs
 Prerequisites: GM Dealership Sponsor and AGM 162 or SKGM 162. Studies the nomenclature and operating principles of steering and suspension systems. Includes wheel alignment geometry, adjustment methods, and operation of alignment equipment with emphasis placed on methods of adjustment and repair necessary for quality steering and suspension service. Credit may be earned in AGM 260 or SKGM 260 but not both. (32-112) F

AGM 265 Applied Body Electrical 2 Sem Hrs
Prerequisite: AGM 183. Studies Automotive Electronics as it pertains to Automotive Accessory circuits. Emphasizes diagnosis of malfunctions within electrical and convenience circuits with emphasis on using Strategy Based Diagnostics. (24-24) F

AGM 270 Dealership Work Experience III 1 Sem Hr
Prerequisite: AGM 190 or 170. A 400 hour internship emphasizing skills derived through on-the-job experiences with the sponsoring dealership. (0-400)

AGM 272 Automatic/Electronic Transmissions 8 Sem Hrs
Prerequisites: AGM 162 or SKGM 162. Studies the functional service skills for automatic transmissions and transaxles including nomenclature, fundamentals of operation, and diagnosis of malfunctions and electronic controls. Emphasizes use of special tools and equipment necessary in diagnosis and repair. Credit may be earned in AGM 272 or SKGM 272 but not both. (64-144) W

AGM 280 Dealership Work Experience IV 1 Sem Hr
Prerequisite: AGM 270 or 190. A 600 hour internship emphasizing skills derived through on-the-job experiences with the sponsoring dealership. (0-600)

AGM 284 Brake Systems 4 Sem Hrs
Prerequisites: AGM 160 & 162 or SKGM 160 & SKGM 162. Studies service methods by understanding the nomenclature and operating principles of the hydraulic and mechanical systems of shoe and disc brake assemblies. Includes Anti-lock Brake, and Traction Control Systems with emphasis on repair procedures on brake system components necessary for quality and safe brake system servicing. Credit may be earned in AGM 284 or SKGM 284 but not in both. (25-75) S

AGM 286 Drivelines and Manual Transmissions 3 Sem Hrs
Prerequisites: AGM 162 or SKGM 162. Studies nomenclature, fundamentals of operation, and diagnosis of malfunctions with emphasis on service operations of clutches, standard transmissions, standard transaxles, drive shafts, drive axles, and differentials. Credit may be earned in AGM 286 or SKGM 286 but not both. (15-45) S

AGM 287 Customer Service Advising 2 Sem Hrs
Prerequisite: GM Dealership sponsor and AGM 160, 162. Studies the arrangement, managerial structure, and operational characteristics of the service floor of an automotive service facility. Includes the opportunity to learn the basic concepts necessary for success as a professional service advisor through units of instruction oriented towards customer interviewing, service merchandising, warranty interpretation, and repair service scheduling. (30-0) F

AGM 288 Dealership Work Experience V 1 Sem Hr
Prerequisite: AGM 280 or 270. A 400 hour internship emphasizing skills derived through on-the-job experiences with the sponsoring dealership. (0-400)

AGRICULTURAL ENTERPRISE COURSES

AGR 140 Farm Business Management 2 Sem Hrs
Basic principles of planning and management of land, labor, crops, livestock, equipment and buildings to insure a successful farming business. (30-0)

AGR 150 Agricultural Computer I 2 Sem Hrs
Provides the farm record keeper of agribusiness manager a familiarity with the use of a personal computer for business operations. Emphasis is on developing basic skills on the MS-DOS system. A firm accounting package and several other farm programs are covered. (30-0) WS

AGR 151 Agricultural Computing II 2 Sem Hrs
Prerequisite: AGR 150 or PC Familiarity. Provides the farm record keeper or agribusiness manager skill in the use of a personal computer for business decisions. Applications are extended to the use of a spreadsheet, data filer, and farm record keeping. Programs specific to class needs are emphasized. (30-0) WS

AGR 160 Agribusiness Management 3 Sem Hrs
Provides a working knowledge of the agribusiness system including input supplies, production agriculture, marketing and processing. Intended for agribusiness professionals providing service to the production (farming) sector of agriculture. (30-0)

AGR 185 Plant Science I 2 Sem Hrs
Students will develop a working knowledge of plant growth through the study of basic concepts and terminology unique to plants. Using lecture and greenhouse laboratory experiences, plant reproduction, growth factors, cell structure and classifications will be explored. (20-15) O

AGR 186 Plant Science II 2 Sem Hrs
Prerequisite: AGR 185 or permission of instructor. Students will develop a working knowledge of plant functions through the study of basic concepts and terminology unique to plants. Using lecture and greenhouse laboratory experiences, genetics, translocation, photosynthesis, respiration and symbiosis will be explored. (20-15) O

AGR 187 Plant Science III 2 Sem Hrs
Prerequisite: AGR 186 or permission of instructor. Students will develop a working knowledge of plant management through the study of basic concepts and terminology unique to plants. Using lecture and greenhouse laboratory experiences, nutrient requirements, plant pests, soil tilth, and pest management will be explored. (20-15) O

AGR 190 Equine Management 2 Sem Hrs
Introductory course in the basic principles of horse care and management. Topics include selecting a horse, tack, breeds, nutrition, handling, equipment, grooming, care, safety, illnesses, first aid, showing, riding techniques, breeding and facility construction. Satisfies needs of prospective horse owners, the recreational rider or those interested in a career in equine science/management. Credit may be earned in AGR 190 or LWT190 but not in both. Fee required. (30-0) O

AGR 205 Agricultural Marketing I: Domestic & Global 3 Sem Hrs
A study of marketing agricultural commodities. Covers bankers' view points, hedging, world markets, Michigan markets, niche marketing, weather and the role it plays, and other marketing alternatives. Course concludes with a trip to Chicago Board of Trade to watch the market work first hand. (45-0) WE

AGR 206 Agricultural Marketing II: Domestic and Global 3 Sem Hrs
Prerequisite: AGR 205. More in-depth study of commodities marketing. Helps plan strategies and alternatives to the common marketing practices. Emphasis on national policies and foreign country agricultural economies. Optional trip to USDA, Washington, D.C. (45-0) WE

AGR 208 Futures Market/Technical Analysis 1 Sem Hr
Prerequisite: AGR 205 or instructor's permission. The study of market action using mathematical and chart displays for the purpose of forecasting price trends. Includes chart interpretation, moving averages, and computer programs in evaluation of futures market direction. (16-0) WE

AGR 210 Agricultural Finance 3 Sem Hrs
Provides the farmer or agribusiness manager the basic finance and accounting knowledge to operate a farm business. Teaches participants know how to put together information needed to obtain financing and keep records to accurately assess their financial status. Explains how implications of expansion of the farm business and other areas will directly or indirectly affect the financial statement. (30-0)

AGR 215 Agribusiness Law 2 Sem Hrs
Prepares farmers and agribusiness owners for better dealing with the legal aspects of interactions with banks, other agribusinesses, lawyers, the courts, and the government. Topics covered are wills and estates, lending, liens, bankruptcy and restructuring, farm worker laws, contracts and transactions, and an introduction to the court system. (30-0)

AGR 218 Agriculture & the Environment 2 Sem Hrs
The laws and regulations pertaining to environmental issues in agriculture are interpreted for farmers and agribusiness leaders. Technical information is provided on pesticide effects in the environment and water quality. Legal defenses for farmers are discussed, as are improved cultural practices, and health and safety tips. Experts from the DNR and the MDA will provide opinions. (30-0) O

AGR 220 Fundamentals of Soil Science 2 Sem Hrs
Emphasizes physical and chemical properties of soil, soil formation and classification, and survey of essential plant nutrients and their availability in soils. Both theoretical and practical aspects of soil fertility are studied. Farmers and nurserymen can relate topics of soil testing/interpretation and uses of appropriate types and amount of fertilizer to maximize long-term soil productivity. (30-0) O

AGR 221 Soil Science 2 Sem Hrs
Prerequisite: CHM 101 or 111. Physical and chemical properties of soil, soil formation and classification, and survey of essential plant nutrients and their availability in soils. Both theoretical and practical aspects of soil fertility are studied. Special project required. (30-0) O

AGR 232 The Dry Bean & Sugar Beet Industries 1 Sem Hr
Issues affecting the dry bean and sugar beet industries are presented in lectures and debated by experts. Field trips are used to observe the food marketing system from grower to grocery. (15-0) O

AGR 240 Woody Plant Identification I 3 Sem Hrs
Identification, culture and uses of important native and introduced trees, both shade and ornamental, found in Michigan. Familiarity of common problems associated with the plants and awareness of recommended cultivars are included. Field trips to local nurseries and parks provide living plant observation. (30-30) FE

AGR 241 Woody Plant Identification II 3 Sem Hrs
Prerequisite: AGR 240. Identification, culture and used of important native and introduced shrubs and vines found in Michigan. Familiarity of common problems associated with the plants and awareness of recommended cultivars are included. Field trips to local nurseries and parks provide living plant observation. (30-30) WE

AGR 243 Tree Maintenance 3 Sem Hrs
Prerequisite: AGR 241. A comprehensive understanding of plant functions as well as cultural and horticultural practices as they relate to trees. Common tree insect and disease pests, along with physiological problems are addressed. (30-30) FE

AGR 290-299 Special Projects in Agricultural Enterprise O

AMERICAN INSTITUTE OF BANKING COURSES

AIB 100 Introduction Commercial Lending 2 Sem Hrs
Focus on the commercial lending process and the skills loan officers need to service corporate clients. Course content will include the loan application process from application to collection, resolving loan problems, regulatory forces and legal structures that affect commercial lending, and developing a bank's commercial loan portfolio. (30-0) O

AIB 106 AIB Analyzing Financial Statements 2 Sem Hrs
Prerequisite: AIB 103. Designed specifically for students in the American Institute of Banking program. The course offers the student tools and techniques necessary for the evaluation of financial condition and operating performance of a modern business enterprise. The course is divided into four parts: Financial Statement Analysis and Accounting; Financial Statements and Business Funds Flow; Tools of Financial Statement Analysis; and The Technique of Financial Statement Analysis. The last part is subdivided into five modules, covering short-term liquidity and solvency, funds flow analysis, analysis of operations, long-term financial strength, and asset utilization. Credit will not be granted to students who have earned credit in ACC 212. (30-0) O

AIB 115 Fundamentals of Analyzing Financial Statements 1 Sem Hr
Prerequisites: Basic Accounting or instructor permission. Financial statement analysis will be studied by conducting trend, ratio and comparative statement analysis, evaluating pro formas and cash budgets, as well as analyzing a workout situation by using several types of commercial loans. (15-0) O

AIB 117 Understanding & Selling Bank Products 2 Sem Hrs
Six human relations skills that encourage smooth, clear and personal communication between the bank and the customer will be identified and practiced, as well as the basic steps in selling the variety of bank products available and how to describe the bank's products and services in a customer-focused framework. (30-0) O

AIB 118 Mortgage Loan Documentation 2 Sem Hrs
Develops the elements essential to the successful origination, processing and basic underwriting of various types of residential mortgages. Includes primary documentation required in handling conventional loans insured by the FHA, and loans guaranteed by the Department of Veterans Affairs. (30-0) O

AIB 124 AIB Law and Banking: Principles 3 Sem Hrs
Provides banker's guide to law and legal issues with special emphasis on the Uniform Commercial Code and the identification of sources and applications of banking law. Studies torts and crimes, contracts, real and personal properties, bankruptcy and the Bankruptcy Code, as well as the legal implications of consumer lending within the context of the banking industry. Credit may be earned in either AIB 124 or GB 251 but not both. (45-0)

AIB 160 Principles of Banking 3 Sem Hrs
Presents an overview of full-service commercial banking in America. Introduces organizational structure, major functions, products and services, and the major departments of banks as well as demand and time deposits, negotiable instruments, bank loans and investments. Discusses banking in a competitive, regulated, and increasingly global economy. (45-0)

AIB 166 Money and Banking 3 Sem Hrs
Provides a working knowledge of the various integral parts of the American Banking System. The impact of the Federal Reserve System and current economic factors on interest rates, yields, price levels, and the growth of money supply are presented in detail. Basic monetary theory needed by banking employees is emphasized in this course designed to meet the needs of the American Institute of Banking program. (45-0) FE

AIB 173 Consumer Lending 3 Sem Hrs
Prerequisite: AIB 160. Designed for persons following the Finance and Banking Program. This course presents the techniques of bank installment lending. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Other topics presented are inventing financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. (45-0) F

AIB 185 Customer Service for Bank Personnel 1 Sem Hr
Develops better communication skills to enable employees to relate more effectively with customers and other bank personnel. Presents effective ways of establishing customer contact, exploring needs and defining and resolving problems. (15-0) O

AIB 290-299 Special Projects in American Institute of Banking O

ARCHITECTURAL TECHNOLOGY COURSES

ARC 101 Materials and Methods of Construction 3 Sem Hrs
Introduces basic construction materials; properties, recommended use, space requirements, methods of finishing, building code implications, and energy conservation applications. Credit may be earned in ARC 101 or RC 102 but not both. (45-0) FD

ARC 105 Architectural Drafting I 4 Sem Hrs
Teaches fundamentals of architectural drafting including linework emphasis, lettering design, symbol applications, multiview projections relative to architectural drawings, one point perspective, two point perspective, graphic design elements, and presentation of floor plans, sections and elevations. Studies space requirements and method of representing basic residential elements. Includes demonstrations and instruction in basic procedures of CAD. Credit may be earned in ARC 105 or RC 109 but not in both. (45-45)

ARC 106 Architectural Drafting II 4 Sem Hrs
Prerequisite: ARC 105 or permission of instructor. Introduction to construction drawing organization. Development of coordinated drawings for one small building with emphasis on application of notes, dimensions, and development of graphic skills. Includes a study of CAD techniques and the use of the computer for drawing production, storage and retrieval, development of selected architectural details relating to foundation, floor, wall, and roof assemblies, with emphasis on energy conservation. (45-45) W

ARC 111 Mechanical and Electrical Systems for Buildings 3 Sem Hrs
Prerequisite: RC 101. Fundamentals and operating principles of air conditioning, plumbing, and electrical systems; including typical layout, calculations, sizing, and methods of installation. Credit may be earned in ARC 111 or RC 206 but not in both. (45-0) WD

ARC 114 Architectural AutoCAD 2D Basics 2 Sem Hrs
Prerequisites: Previous drafting experience or course work with instructor permission; ARC 105 prior to or concurrently. Introduces 2D AutoCAD drawing, including: Basic drawing and editing commands applied to new and existing architectural drawings, basic drawing prototype setup, DOS and windows operation procedures, saving drawings to hard disks and floppy disks, printing drawings to laser printers and pen plotters, completion of floor plan, section, and elevation drawings. Introduces add on architectural software for generating automatic architectural elements for inclusion into architectural drawings. Credit may be earned in ARC 114 or CAD 114 but not in both. (30-0)

ARC 204 Estimating Building Construction 3 Sem Hrs
Prerequisite: RC 101. Introduces methods and procedures commonly used in determining the costs of construction materials. Credit may be earned in ARC 204 or RC 202 but not in both. (45-0)

ARC 205 Architectural Drafting III 3 Sem Hrs
Prerequisite: ARC 106. Development of construction documents for a non-residential building. Introduction to concrete, masonry, and steel construction with their various detailing requirements, symbolisms, and characteristics utilized in installation of mechanical and electrical systems. Includes a study of computer-aided design examples. (0-90) F

ARC 206 Architectural Drafting IV 3 Sem Hrs
Prerequisite: ARC 205. Development of sketches into preliminary and construction drawings. Use of CAD for design and drafting examples and production. Continued design and drafting of concrete, masonry, and steel construction. Integration of structural, mechanical, electrical, and solar strategies into commercial buildings. (0-90) W

ARC 207 Architectural Presentation Drawing 3 Sem Hrs
Prerequisite: ARC 105 or permission of instructor. Advanced development of graphic skills intended to advance abilities in freehand drawing, perspective, composition, and the use of water color and marker in architectural presentation drawing. (0-90) WD

ARC 211 Elements of Structural Design 3 Sem Hrs
Reviews basic mechanics. Analyzes live and dead loads on simple structural members. Teaches use and limitations of wood, steel and concrete handbooks in structural design. Emphasizes use of structural calculations with micro-computers and calculators in solving basic structural problems. Credit may be earned in ARC 211 or RC 211 but not both. (45-0)

ARC 214 Architectural AutoCad 3D Basics 3 Sem Hrs
Prerequisites: ARC 114, CAD 114, or a working knowledge of AutoCAD and permission of the instructor. Introduces 3d AutoCAD drawing, including: Conversion of 2D drawings to 3D, user coordinate system (UCS) manipulation, line extrusion, 3D faces, dynamic viewing, paper space viewing and printing, shading, hiding, simplified methods of architectural presentation. Continues study of 2D techniques with application to 3D objects. Introduces add on software for generating automatic architectural elements (currently KETIV brand software is used) including: doors, windows, stairs, roofs, cross sections, and predawn architectural icons (cars, plants, people, furniture, etc.) (45-0)

ARC 221 Site Preparation 3 Sem Hrs
Studies fundamentals of site analysis, including utility services, metes and bounds, solar access and restrictions. Teaches elements of surveying including use of instruments, leveling, measurement of angles and distances, contours, location of site elements and development of a site plan from field data. Interprets engineering surveys, introduces landscape design, and studies computer aided design examples. Credit may be earned in ARC 221 or RC 105 but not in both. (45-0)

ARC 290-299 Special Projects in Architectural Technology O

ART COURSES

ART 100 Elements of Color Photography 3 Sem Hrs
Introduces technical operations of 35 mm cameras in the color medium. Improves quality and design of photographs and develops aesthetic awareness and visual literacy. Credit may be earned in ART 100, ART 100A, PHO 100, or PHO 100A but not in more than one. (45-0)

ART 105 Art Experience 3 Sem Hrs
Designed for students not majoring in Art to provide an enriching experience to two- and three-dimensional media: to include drawing, painting, graphic media, clay and other sculptural media. It is designed primarily for the general degree student who wishes to have some art experience. There will also be an emphasis on art appreciation. (15-45) FW

ART 111 Drawing I 3 Sem Hrs
A beginning course in drawing designed for all students interested in the fundamentals of visual form and analysis of structure. Representational treatment of objects, forms, and volumes in line, value, and texture with a variety of media. (0-90) FW

ART 112 Drawing II 3 Sem Hrs
Prerequisite: ART 111. A continuation of ART 111 emphasizing composition and further understanding of the elements of drawing in relation to individual expression. Problems involve a variety of media. (0-90) W

ART 113 Art Education I 3 Sem Hrs
Introduction to art for prospective teachers. Develops the ability to stimulate the creative interests of children in art. Acquaints the student with a variety of methods and materials adjusted to various grade levels. (0-90) FW

ART 114 Art Education II 3 Sem Hrs
Prerequisite: ART 113. A continuation of ART 113. Additional investigation of the theories of art education and creative growth of children. (0-90) O

ART 115 Basic Design — Two Dimensional 3 Sem Hrs
Experimentation with the basic elements of design: line, form, space, value, textures, and color. A variety of media is used in developing a visual vocabulary and understanding of art elements and composition. (0-90) FW

ART 116 Basic Design — Three Dimensional 3 Sem Hrs
A series of problems designed to explore the elements of design in spatial compositions using a variety of basic materials. (0-90) FW

ART 151 Art History and Appreciation I 3 Sem Hrs
Required of all first-year art majors. A survey of Western art from Pre-historic times to the Renaissance. Deals with major works and artists of the Prehistoric, Ancient, Classical and Medieval cultures. The emphasis is on the architecture and sculpture of these periods. (45-0) FW

ART 152 Art History and Appreciation II 3 Sem Hrs
Required of all first-year art majors. A continuation of ART 151. A survey of the history of Western art from the Renaissance through Baroque, neo-classicism, Romanticism, Impressionism, Expressionism and various modern schools. The emphasis is on the painting of those periods. (45-0) FW

ART 210 Figure Drawing 3 Sem Hrs
Prerequisite: ART 111. A study of the aspects of life drawing such as gesture, mass, proportions, and structure. Essentially for the art major. (0-90) O

ART 217 Painting I 3 Sem Hrs
Prerequisites: ART 111, 115. Experimentation in acrylic media. Techniques, composition, and color are explored in relation to object references, landscape, figure and nonobjective work. (0-90) FW

ART 218 Painting II 3 Sem Hrs
Prerequisite: ART 217. A continuation of the painting experience on a more advanced level. Major emphasis on developing a more personal painting style and an understanding of the artist's role in the arts today. (0-90) O

ART 222 Sculpture 3 Sem Hrs
Prerequisite: ART 115 or 116 or permission of instructor. An introduction to a variety of sculptural concepts and techniques utilizing a variety of media. (0-90) O

ART 231 Ceramics I 3 Sem Hrs
Introductory study of clay, glazes, and their applications, and techniques of wheel and hand construction through the process of low temperature Raku firing. Course fee required. (0-90) FW

ART 232 Ceramics II 3 Sem Hrs
Prerequisite: ART 231 or permission of instructor. Ceramics II uses high-fire stoneware clay bodies and introduces firing techniques with high fire glazes. The techniques learned in Ceramics I are employed and are expanded to create a variety of well developed utilitarian and sculptural forms. Course fee required. (0-90) FW

ART 251 History of Architecture 2 Sem Hrs
The historical development of architecture as a major art form. This development is viewed in relation to man's knowledge of building techniques and available materials as affected by geographic, economic, political and religious influences. Formerly ART 153. (30-0) W

ART 255 Art of the 20th Century 3 Sem Hrs
An exploration of the visual arts of our century, with an emphasis on the current arts in America. (45-0) O

ART 260 The Business of Art 3 Sem Hrs
Designed to acquaint the professional artist or advanced hobbyist with current business realities of art. Topics included are: self-promotion and marketing, grants, gallery contracts, networks, professional aspects, self-evaluation, career goal setting, tax and legal considerations. Journal, visits to galleries required. (45-0) O

ART 271 Digital Imaging: Photoshop 3 Sem Hrs
ART 115 or PHO 101 recommended. Presents technical aspects/ skills of Adobe-Macintosh software with an arts emphasis toward developing aesthetic awareness. Explores photo manipulation, retouching, multiple layering, combining images with text, black and white and color images, scanning techniques, CD-ROM and other methods of storage and output. (45-0)O

ART 271B Photoshop II 3 Sem Hrs
Prerequisite: ART 271. Continues to explore photographic manipulation using advanced methods of computer imaging with the "Photoshop" software program. Explores advanced scanning techniques, separation methods for prepress applications, CD ROM as resource and storage of photographic images, video and digital capture devices, service bureaus and output devices, channels, masking, and layer manipulation. Emphasizes aesthetic awareness in the art of image making. (45-0)

ART 273 Graphic Design - Pagemaker 3 Sem Hrs
Prerequisite: GAT 110 or OSE 170 or GAT 112 or concurrently. Advances student from creating pages conventionally on a light table into computer-generated page make-up. Begins with MacIntosh basics, concentrates on building skills using Aldus PageMaker, and ends with an introduction to QuarkXPress software. Credit may be earned in ART 273 or GAT 222 but not both. (45-0)

ART 274 Fractal Painter 3 Sem Hrs
Studies drawing and painting using the electronic canvas to create new images by scanning previous art works, textures, and photographs. Emphasizes the techniques of using the software program, and stresses the elements of art and design. Credit may be earned in ART 274 or ART 130 but not both. (45-0)

ART 275 Computer Graphics 3 Sem Hrs
Prerequisites: ART 271 or GAT 226. Builds on previous Macintosh computer software and application skills to solve specific design problems. Uses combinations of several application software programs (drawing, painting, three - dimension) to achieve multiple effects with type and images on/for the printed page. Credit may be earned in ART 275 or GAT 230 but not in both. (45-0)

ART 276 QuarkXPress 3 Sem Hrs
Prerequisite: GAT 222 or ART 273. Advances student from creating computer-generated pages in Pagemaker to QuarkXPress. Introduces the major differences between the two, highlights QuarkXPress, and how it relates to the printing industry today. Continues to build high-level skills using QuarkXPress' QuarkEd training guides. Credit may be earned in GAT 224 or in ART 276 but not in both. (45-0)

ART 277 Illustrator 3 Sem Hrs
Prerequisite: GAT 224 or ART 276. Presents the use of Illustrator software including design and technical aspects, and the relationship to other graphic applications in the printing industry. Credit may be earned in GAT 226 or in ART 227 but not in both. (45-0)

ART 278 Electronic Pre-Press 3 Sem Hrs
Prerequisites: ART 275 or GAT 230. Covers all aspects of preparing computer design work for the printer from start to finish. Credit may be earned in ART 278 or in GAT 231 but not in both. (45-0)

ART 279 Pagemill 3 Sem Hrs
Prerequisite: ART 271. Covers fundamental web and internet concepts and how to adapt and extend basic design principles to web design using the Adobe Pagemill software application. (45-0)

ART 280 Printmaking 3 Sem Hrs
Prerequisite: ART 111 and 115. A study of the art of printmaking and its major techniques; with studio practice in a variety of printing methods. The techniques taught are basically art skills useful to artists. (0-90) O

ART 289 Advanced Studio Projects 3 Sem Hrs
Prerequisite: Designed for advanced students who have completed all course work in their discipline. Emphasizes group collaboration in a studio environment across several art disciplines. Focuses on the added-value elements that result from interaction in a community of advanced artists sharing views, perspectives, on differing media. Requires completion of individually agreed-to project and participation in planning and arranging/ staging a group exhibition. (45-0) O

ART 290-299 Special Projects in Art O

See also - Photography courses

ASTRONOMY COURSES

AST 111 Intro Astronomy 3 Sem Hrs
Familiarizes the student with the origin, characteristics, and evolution of the solar system, the stars, the galaxies, and the universe. Emphasizes the way in which our understanding of the universe has changed. Credit may be earned in AST 111 or PHY 100 but not both. (45-0)

AST 111L Astronomical Investigation 1 Sem Hr
Prerequisite: AST 111 or concurrent enrollment. Includes experimental design to investigate such events as the night sky, planetary motion, and astronomical laws. Explores use of telescopes and spectroscopes in establishing the relationship among planets in the solar system, star distances, and stellar life cycles. (0-30)

AST 290-299 Special Projects in Astronomy O

AUTOMOTIVE SERVICE COURSES

AUT 100 Introduction to Automotive Service 3 Sem Hrs
Units of instruction will emphasize orientation to the Automotive Service facility, basic tools and equipment, service publications, safety practices and professionalism. An introduction to the automobile and its components will concentrate on terminology and general component operation. (30-25)

AUT 101 Understanding Your Automobile 2 Sem Hrs
Intended to help you keep your car, van, or light truck in good operating condition. Topics include: the owner's manual, regular maintenance, emergency repairs, buying a new/used vehicle, or parts, selecting a repair facility, recognizing trouble signals, driving techniques, and the Michigan law for consumers and repair facilities. Not for auto majors. (30-0) FW

AUT 108 Introductory Automotive Electronics 3 Sem Hrs
Studies automotive electrical and electronic fundamentals, magnetism, and electrical test equipment, terminology, operation, and diagnosis. Develops skills in establishing an electrical base for advanced electrical/electronic courses and in controlled learning experiences with basic electricity and electronics using meters and test equipment. (35-25) FW

AUT 110 Automotive Electronics I 4 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies electrical test equipment, battery, wiring diagram, starting and charging system terminology, operation, and diagnosis. Develops skills in diagnosis of battery, diagnosis and repair of starting and charging systems and application of wiring diagrams. (40-40) FW

AUT 110A Automotive Battery and Service 1 Sem Hr
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Areas of study will involve passenger car and light truck battery terminology, operation, and diagnosis. Skill development will be focused on diagnosis of battery problems and use of specialized battery test equipment. This course is also designed to improve students communication, math, decision making, thinking, reading, writing, ethics and team building skills. (10-10) O

AUT 110B Automotive Starting System Service 1 Sem Hr
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Areas of study will involve passenger car and light truck starting system terminology, operation, and diagnosis. Skill development will be focused on diagnosis and repair of starters and starting system circuit components. This course is also designed to improve students communication, math, decision making, thinking, reading, writing, ethics, and team building skills. (10-10) O

AUT 110C Automotive Charging System 1 Sem Hr
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Areas of study will involve passenger car and light truck charging system terminology, operation, and diagnosis. Skill development will be focused on diagnosis and repair of alternators and charging system circuit components. This course is also designed to improve students communication, math, decision making, thinking, reading, writing, ethics, and team building skills. (10-10) O

AUT 110D Automotive Wiring Diagrams 1 Sem Hr
Prerequisites: Minimum C (2.0) grade in both AUT 100 and AUT 108. Areas of study will involve passenger car and light truck wiring diagram terminology, operation and diagnosis. Skill development will be focused on using wiring diagrams to locate circuit grounds, power, common points, and components on a vehicle. This course is also designed to improve students communication, math, decision making, thinking, reading, writing, ethics, and team building skills. (10-10) O

AUT 112 Engine Service 6 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies automotive gasoline engines, terminology, operation, and diagnosis. Develops skills in controlled learning experiences on laboratory engine assemblies. (45-75) FW

AUT 114 Brake System Service 5 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies drum, disc, hydraulic, power assist, antilock terminology, operation, and diagnosis. Develops skills on drum, disc, hydraulic, power assist, and antilock brake systems. (40-60) FW

AUT 114A Drum Brake Systems 1.5 Sem Hrs
Prerequisites: Minimum C (2.0) grade in both AUT 100 and AUT 108. Areas of study will involve Drum Brake System terminology, operation, and diagnosis. Skill development will be focused on: Rear Wheel Drive (RWD) Duo-Servo Brakes, Front Wheel Drive (FWD) Non-Servo Brakes, Lathe use, Wheel Cylinder Service, and service of Adjustable Wheel Bearings. This course is also designed to improve students communication, math, decision making, thinking, reading, writing, ethics and team building skills. (12-18)

AUT 114B Disc Brake Systems 1.5 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies disc brake system terminology, operation and diagnosis. Develops skills in the front and rear wheel disc brake systems and lathe use. (12-18) O

AUT 114C Hydraulic/Power Assist 1 Sem Hr
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies hydraulic and power assisted brake terminology, operation, and diagnosis. Develops skills in the Pascal's Law, master cylinders, brake lines/hoses, electrical circuitry, valving and bleeding techniques for the hydraulics area. Skill development will also occur on vacuum, hydraulic, and electric power assisted units. (8-12) O

AUT 114D Anti-Lock Brakes 1 Sem Hr
Prerequisites: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies anti-lock brake terminology, operation, and diagnosis. Develops skills in car and light truck systems. A review will occur on electronics basics and use of electrical and hydraulic equipment to service these systems. (8-12)O

AUT 120 Driveline Service 6 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies passenger car and light truck clutch, manual transmission, driveshaft, differential, transaxle, front driving axle, and transfer case terminology, operation, and diagnosis. Develops skills in diagnosis, adjustment, and repair of clutches, manual transmissions, drive shafts, differentials, transaxles, front driving axles, and transfer cases. (60-60) FD

AUT 120A Clutch Service .80 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies passenger car and light truck clutch terminology, operation, and diagnosis. Develops skills in diagnosis, adjustment and replacement of clutch system components. (8-7)O

AUT 120B Manual Transmission/Transaxle Service 1.5 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies passenger car and light truck manual transmission/transaxle terminology, operation, and diagnosis. Develops skills in the diagnosis, disassembly, inspection, replacement of parts, and reassembly of manual transmissions and transaxles. (15-15)O

AUT 120C Rear Axle/Differential Service 2 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies passenger car and light truck rear axle terminology, operation, and diagnosis. Develops skills in the diagnosis, disassembly, inspection, replacement of parts, set up, and reassembly of rear axles/differentials. (20-20)O

AUT 120D Front Wheel & Four Wheel Drive Service 1.7 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Areas of study will involve passenger car and light truck front driving axles and four wheel/all wheel drive terminology, operation, and diagnosis. Skill development will be focused on: diagnosis, disassembly, repair procedures, and reassembly of front driving axles and transfer cases. This course is also designed to improve students communication, math, decision making, thinking, reading, writing ethics, and team building skills. (18-17)O

AUT 122 Automatic Transmission Service 8 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies passenger car and light truck automatic transmission terminology, operation, and diagnosis. Develops skills in diagnosis, adjustment, and repair of passenger car and light truck rear wheel drive and front wheel drive automatic transmissions. (80-100)FW

AUT 210 Automotive Electronics II 3 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies body wiring diagrams, vacuum circuit diagrams, operation and location of electrical and vacuum devices. Develops skills in the diagnosis of malfunctions within accessory and convenience circuits. (30-30) WD

AUT 210A Airbags/Steering Columns .60 Sem Hr
Prerequisites: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies air bag and steering column terminology, operation, and diagnosis. Develops skills in the introduction to air bag systems, safety in handling, and steering column service. (6-6)O

AUT 210B Power Door Locks And Windows .60 Sem Hr
Prerequisites: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies power door locks, window terminology, operation, and diagnosis. Develops skills in the wiring diagram use to service power door lock and window systems. (6-6)O

AUT 210C Instruments/Lighting .60 Sem Hr
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies dash instruments and exterior lighting terminology, operation, and diagnosis. Develops skills in the instrument panel circuit operation, wiring diagram application, and headlight, taillight, turn signal, and stop lamps. (6-6)O

AUT 210D Cruise Control .60 Sem Hr
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies cruise control terminology, operation, and diagnosis. Develops skills in the Ford, GM, Chrysler cruise control systems and wiring diagram application. (6-6)O

AUT 210E Wiper Systems .60 Sem Hr
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies windshield wiper system terminology, operation, and diagnosis. Develops skills in the wiring diagram application on Ford, GM, and Chrysler systems and service. (6-6)O

AUT 212 Suspension System Service 7 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Units of instruction will emphasize nomenclature, operation diagnosis of the steering and suspension system. Skill development is established through controlled learning experiences with frame, unibody, steering, suspension, four-wheel drives and four-wheel alignment. (56-84) WD

AUT 212A Frame, Linkage, and Manual Gears 2 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies frame/unibody, linkage, manual gear terminology, operation, and diagnosis. Develops skills in the vehicle frame and unibody basics, steering linkage part servicing, recirculating ball, and rack and pinion manual steering gear service. (16-24)O

AUT 212B Suspension Systems and Alignment 4 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies suspension systems and alignment terminology, operation, and diagnosis. Develops skills in the servicing of all component parts of current suspension systems plus two and four wheel alignment methods using the latest equipment available. (32-48)O

AUT 212C Power Gears/Electronics 1 Sem Hr
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Areas of study will involve Power Steering and suspension electronic terminology, operation, and diagnosis. Skill development will be focused on Recirculating Ball and Rack and Pinion power Steering Systems, and Electronic Level Control Systems Service. This course is also designed to improve students communication, math, decision making, thinking, reading, writing, ethics, and team building skills. (8-12)

AUT 214 Heating/Air Conditioning Service 5 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies passenger car and light truck heating and air conditioning terminology, operation and diagnosis. Develops skills in diagnosis and repair of the heating and air conditioning system components. (50-50)FW

AUT 214A Automotive Heating and Cooling System Service 2 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies passenger and light truck heating system and engine cooling system terminology, operation, and diagnosis. Develops skills in the diagnosis and repair of heating system components and engine cooling system components. (15-15)O

AUT 214B Automotive Air Conditioning Service 3 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies passenger car and light truck air conditioning system terminology, operation, and diagnosis. Develops skills in the diagnosis and repair of air conditioning components and use of environmentally safe equipment. (35-35)O

AUT 220 Electronic Systems Service 2 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies and reviews the fundamentals of electricity and magnetism, terminology, operation, and diagnosis. Develops skills in electronics followed by exploring the various strategies of electronic engine control. (16-24)FW

AUT 222 Fuel System Service 6 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies units of instruction necessary to develop a thorough understanding of induction systems, carburetion, and injection systems. Develops skills through controlled learning experiences with fuel delivery systems, carburetion, and fuel injection systems. (58-72)FW

AUT 222A Carburetor and Throttle Body Service 1 Sem Hr
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies carburetor and throttle body fuel injection unit repair terminology, operation, and diagnosis. Develops skill in the disassembly-inspection-component testing, reassembly and adjustments to the units. (10-10)O

AUT 222B Carburetor Fuel System Service 1 Sem Hr
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies carburetor fuel supply service terminology, operation, and diagnosis. Develops skills in all major components, their adjustments and correct operation in supplying the carburetor with fuel. (10-15)O

AUT 222C Fuel Injection Supply Service 1.5 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies fuel injection supply service terminology, operation, and diagnosis. Develops skills in all major components and their correct operation in supplying throttle body and port injection with fuel including electronic controls. (14-16)O

AUT 222D Carburetor Fuel Delivery Service 1 Sem Hr
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies carburetor fuel delivery terminology, operation, and diagnosis. Develops skills in the electronic control service, on carburetor adjustments and repair. (10-15)O

AUT 222E TBI/PFI Fuel Delivery Service 1.5 Sem Hr
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies throttle body and port fuel injection service, terminology, operation, and diagnosis. Develops skills in the electronic control service and repair, component service and adjustment. (14-16)O

AUT 224 Engine Performance Service 6 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies units of instruction necessary for a thorough understanding of ignition systems, emission control systems, and driveability diagnosis. Develops skills through controlled learning experiences with ignition systems, emission control systems, and driveability diagnosis. (50-80)FW

AUT 224A Ignition Principles 1.5 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies theory of how ignition is accomplished, terminology, operation, and diagnosis. Develops skills in the distributor and distributorless ignition operation principles. (16-13)O

AUT 224B Engine Performance Test Equipment 1.5 Sem Hrs
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies operation of common engine performance test equipment, terminology, operation, and diagnosis. Develops skills in using the oscilloscope, lab scope, 4 gas analyzer, D.M.M., vacuum gauge, scanner. (16-13)O

AUT 224C Chrysler Engine Performance Service 1 Sem Hr
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies Chrysler product engine performance service, terminology, operation, and diagnosis. Develops skills in the ignition system, computer, fuel system, and engine performance/driveability service. (6-18)O

AUT 224D General Motors Engine Performance Service 1 Sem Hr
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies G.M. product engine performance service, terminology, operation, and diagnosis. Develops skills in the ignition system, computer, fuel system, and engine performance/driveability service. (6-18)O

AUT 224E Ford Engine Performance Service 1 Sem Hr
Prerequisite: Minimum C (2.0) grade in both AUT 100 and AUT 108. Studies Ford product engine performance service, terminology, operation, and diagnosis. Develops skills in the ignition system, computer, fuel system, and engine performance/driveability service. (6-18)O

AUT 260 Automotive Service Skills 1 Sem Hr
Provides skill building time through experiences gained by servicing customer vehicles at an automotive service facility. Emphasizes service department communications, safety, diagnostic methods, and repair procedures. Offers an off-campus experience, which is initiated and scheduled by the student; therefore, credit for this course can be processed through Credit by Portfolio. (0-120)

AUT 290-299 Special Projects in Automotive Service O

BIOLOGY COURSES

BIO 101 Introduction to Anatomy and Physiology 4 Sem Hrs
An introduction to basic human anatomy and physiology taught in a lecture-demonstration format. Includes basic principles of the structures and functions of the human body and the terminology related to these topics. (60-0)

BIO 102 Microbiology & Infection Control 2 Sem Hrs
Introduces the principles of infection control in the health area professions and the basic microbiological concepts as they apply to the infection control model. Includes topics such as the nature of infectious agents, reservoirs of infection, portals of entry and exit, means of transmission, and mechanisms by which disease transmission and infection can be prevented. (30-0)

BIO 110 Environmental Science 4 Sem Hrs
Surveys the broad field of environmental science using local, regional, and global examples. Includes the following major topics: the scientific method, an introduction to chemistry, ecological principles, types of pollutants, energy principles, population issues, the environmental impact of human choices, and the role of economics, risk perception, and political choices in environmental decision-making. Exposes students to a variety of field, survey, and laboratory techniques useful in assessing environmental quality. (45-30)

BIO 111 Principles of Biology 4 Sem Hrs
An introduction to the fundamental concepts underlying biology. Major topics include basic chemistry of the cell, cell structure and metabolism, molecular biology, genetics, the origin and evolution of living things, and ecological principles. The role of biology in our present world is the unifying theme for the course. Not appropriate for biology majors; applicable as science credit for non-majors. (45-45)

BIO 113 Trees and Shrubs of Michigan 1 Sem Hr
Identification of the Michigan trees and shrubs indigenous to the Saginaw Valley. Methods used in this field course include use of the leaf, bark, twig, flower and silhouette. Historical and practical information presented as appropriate. (15-0) S

BIO 114 Animal Behavior - The Wolf 1 Sem Hr
Designed to provide student with introduction to study of animal behavior with focus on the wolf. Topics covered will include development of behavior patterns, social behavior, effects of imprinting, role of pheromones in sexual behavior, and hunting behavior. Student will prepare ethogram comparing different subspecies and various breeds of dogs. A weekend field trip is required with student paying own expenses. (15-0) S

BIO 116 Winter Ecology 1 Sem Hr
Explores the adaptations and coping behaviors of organisms and communities to the additional stresses placed on them by winter. Major topics include: weather and climate, hibernation, freezing avoidance, community changes, and behavior of animals. In addition, students will identify plants, animal tracks, insect galls, bird nests, and various kinds of snow conditions. A weekend field trip is required. Student must pay own expenses. (15-0) W

BIO 117 Birds of Michigan 1 Sem Hr
Identification of resident and migratory birds by sight and song. Includes bird nesting, feeding and territorial behavior. Taught primarily in the field. (15-0) S

BIO 118 Michigan Wildflowers 1 Sem Hr
Identification of common seasonal wildflowers of the open field and deciduous woods. Includes ecological significance of major families of flowers. Historical and practical information presented when appropriate. Taught primarily in the field. (15-0)

BIO 119 Stream Ecology 1 Sem Hr
Designed to introduce the student to the physical environmental factors that affect organisms inhabiting streams as well as the human influence. The energy flow through stream ecosystems will be emphasized along with the lifestyles and interdependencies of stream animals. Field and laboratory work on 2 different kinds of streams will be a necessary component. A weekend field trip will be required with the student paying own expenses. (10-10) FS

BIO 123 Survey of Plant Communities 1 Sem Hr
Discusses the influence of physical factors on the varieties of plant communities. Uses the interdependency of organisms as an underlying theme. Examines effects of humans on the nature of plant communities. Emphasizes field work and use of field keys and reference materials for plant identification. Weekend field trip is required. (10 - 20)

BIO 130 Introduction Chemistry and Cell Biology 3 Sem Hrs
An introduction to the principles and concepts of chemistry and cell biology for students entering allied health curricula. Includes basic math for science, the laws of thermodynamics, theory of atomic structure, chemical bonding, acids bases, and buffers; introduction to organic chemistry, cell structure and function, basic metabolic pathways, mitosis, meiosis, classical and physiological genetics. Recommended prerequisite to BIO 131 and 132 sequence. (30-30)

BIO 131 Anatomy and Physiology I 4 Sem Hrs
Prerequisites: BIO 130 with a C (2.0) minimum grade or successful completion of BIO 130 competency exam or compliance with approved secondary alignment agreement. Prepares students for various health care professions as first course in a two semester sequence. Gives major consideration to anatomy and physiology of tissues, sensory organs, blood and skin, and to muscular, skeletal, nervous and endocrine systems. Includes identification of tissues, bone, muscles, and nerves through the use of dissection and preserved materials. Includes physiology experiments related to muscle, nerve, sense organs, circulatory and endocrine functions. Due to the rapid change of information in the area of human physiology, credits earned in this course may only be acceptable to specified Delta College health curricula for a certain period of time. Consult curricula guidesheets for exact information. (45-45)

BIO 132 Anatomy and Physiology II 4 Sem Hrs
Prerequisite: BIO 131 with a C (2.0) minimum grade. Topics covered include: cardiovascular, lymphatic, respiratory, digestive, reproductive and urinary systems; nutrition, metabolism, embryology, fluids and electrolytes. Laboratory activities include: anatomical studies of these systems using preserved materials and models, as well as physiology experiments relating to metabolic rates, control of breathing, digestive enzymes & kidney physiology. Endocrine influence on these systems is discussed. Due to the rapid change in information in the area of human physiology, credits earned in this course may only be acceptable to specified Delta College health curricula for a certain period of time. Consult curricula guidesheets for exact information. (45-45)

BIO 160 Human Anatomy & Physiology Review 4 Sem Hrs
Prerequisites: Minimum grade of "C" in both BIO 131 and BIO 132 or successfully pass challenge exams for BIO 131 and BIO 132. Provides comprehensive review and update of contents of BIO 131 and BIO 132 using cooperative learning found in Health Care Team concept. Focuses on developing and strengthening abilities in critical thinking, problem solving, and student directed learning while establishing mastery of material. (45-45).

BIO 171 Integrated General Biology I 4 Sem Hrs
Prerequisite: Successful completion [with C (2.0) minimum grade] of CHM 111 or CHM 101 or BIO 130 or approval by instructor. Biology 171 is one of two introductory courses for biology majors and related fields. Together, BIO 171 and BIO 172 constitute a complete introduction to college level biology. These courses may be taken in any order regardless of the course numbers. Includes the scientific method, diversity of life with emphasis on biochemistry, cell structure and function, bioenergetics and metabolism, molecular, Mendelian and developmental genetics. (45-45)

BIO 172 Integrated General Biology II 4 Sem Hrs
Prerequisite: Successful completion, with a minimum grade of C (2.0), of both high school chemistry and high school biology or CHM 101 and BIO 111. BIO 172 is one of two introductory courses for biology majors and related fields. Together, BIO 171 and BIO 172 constitute a complete introduction to college level biology. These courses may be taken in any order regardless of the course numbers. Includes a survey of the five kingdoms with emphasis on comparative anatomy, development and ecological roles, evolutionary patterns, population genetics, embryology behavior and ecology. (45-45)

BIO199/199H Human Heredity and Sexuality 4 Sem Hrs
Prerequisites: High school Biology and Chemistry and approval by Honor's Program Director. Introduces human heredity, sexuality, and ethical implications of expanding scientific knowledge, including major topics: Mendelian, chromosomal and multifactorial inheritance, sexual development, AIDS, and molecular genetics. Explores topics like eugenics, cancer, IVF, genetic engineering, genetic screening, AIDS awareness, and sexuality. Non-honors students may enroll in this course. Credit may be earned in BIO 199H or BIO 145 but not both. (45-45)

BIO 203 Microbiology 4 Sem Hrs
Prerequisite: BIO 130 or BIO 171, each requiring a C (2.0) minimum grade or successful completion of BIO 130 competency exam or permission of instructor. Surveys the microorganisms associated with infectious diseases, including the bacteria, viruses, fungi, and protozoans. Emphasizes the health care aspects, and the distribution and activities of microbes as related to the following: microbial nutrition and anatomy, growth, disease, epidemiology, infection and immunity. Uses labs that stress aseptic techniques and that develop skills necessary to handle microbes in health care settings, including the characterization of unknown microbes. (45-60)

BIO 230 Physical Anthropology and Archeology 4 Sem Hrs
An introduction to the origin and evolution of humankind's physical and cultural development. Major emphases are on the evidence and theories of human evolution and a survey of Old World and New World Archeology. Credit may be earned in BIO 230 or SOC 230 but not in both. (60-0) DFW

BIO 240 Human Anatomy 4 Sem Hrs
Prerequisite: BIO 171 or permission of instructor. The anatomy of the human body is presented on an integrated regional basis, supplemented by relevant histological, embryological, and functional considerations. The laboratory emphasizes regional dissections of the cat. Designed to meet the needs of biology majors and pre-professional science curricula, including all transfer health-related fields. (45-45) FD

BIO 241 Physiology 4 Sem Hrs
Prerequisite: BIO 171 or permission of instructor. Background in anatomy and chemistry is desirable, but not required. The aim of the course is to provide students with an introduction to the functional integration of the major organ systems of animals, with special emphasis on the human body. Emphasis is placed on the ways in which the various systems interact to maintain homeostasis of the individual. The laboratory experiments illustrate classical as well as modern approaches to the physiology of various organ systems. (45-60) WD

BIO 250 Human Kinesiology 4 Sem Hrs
Prerequisites: BIO 132, concurrent enrollment in BIO 132, or permission of instructor. Discusses theories relating to anatomical and mechanical principles of human movement with applications to physical therapy, physical education, sports medicine and occupational therapy. Studies attachments, actions and innervations of the most used skeletal muscles. Focuses on administration of and participation in various tests, measurements and evaluation of the anatomical and mechanical aspects of both simple and complex physical performance. (45-45)

BIO 268 International Studies in Biology 1-4 Sem Hrs
A biologic interpretation of selected world regions with emphasis on natural history, fauna and flora, and ecological relationships. Includes class lectures, individual consultation, and international field study. Expenses for the field study must be borne by the student. (60-0) O

BIO 274 Introduction to Biotechnology 2 Sem Hrs
Prerequisite: CHM 112 and BIO 172. Provides a more detailed look at cell and molecular biology including an overview of the three laboratory applications essential to biotechnology: recombinant DNA, protein purification, and cell/tissue culture. Designed for students interested in biochemistry, molecular biology or biotechnology. Meets requirements of Ferris State University's Bachelor's program in Biotechnology. (30-0)

BIO 290-299 Special Projects in Biology O

BROADCASTING AND TELECOMMUNICATIONS COURSES

BRT 130 Electronic Media & Society 3 Sem Hrs
Examines electronic media and its impact on society. Analyzes how telecommunication systems are integrated into society through worldwide social, cultural, economic, political and educational linkages. (45-0)

BRT 149 Television Studio Operations I 3 Sem Hrs
Prerequisite or concurrent: BRT 150 and BRT 156 with C (2.0) minimum grades. Introduction to television studio production. Emphasis is on operation of television cameras, lenses, microphones, audio boards, lighting equipment, and videotape. Each student is scheduled for 30-40 hours as an observer/participant in studio production and in Master Control Room (MCR) operation. These times are arranged with the staff Productions and Operations Manager. (30-30) FW

BRT 150 Broadcast Writing 3 Sem Hrs
Prerequisite or concurrent: ENG 111. Introduction to broadcast writing from conceptualization to practical application. Major areas of scripting/writing emphasis include news, continuity, commercial, and documentary. (45-0) FW

BRT 153 Broadcast Performance 3 Sem Hrs
Introduction to broadcast performance. Emphasis is on presentations before microphones and cameras. Dress, movement, make-up, lighting, and delivery are all examined in such major performance situations as interviews, discussions, newscasts, commercials, and product demonstrations. (30-30) FW

BRT 154 Television Studio Operations II 3 Sem Hrs
Prerequisite: BRT 149 with C (2.0) minimum grade. Advanced principles, procedures, and techniques of television studio production. Through actual production work, emphasis is placed on producing, directing, staging, design, and operation of production facilities. Each student is scheduled for 30-40 hours as a participant in studio production and in Master Control Room (MCR) operation. These times are arranged with the staff Productions and Operations Manager. (30-30) FW

BRT 156 Audio Operations I 3 Sem Hrs
Introduction to the basic aspects of audio engineering: training in the performance characteristics and operation of audio equipment including microphones, consoles, reproduction facilities (audio record/play machines, turntables, compact disc players), and basic processing (equalization, echo, reverberation). Also covered will be the fundamentals of audio tape editing. (30-30) FW

BRT 157 Television Field Production 3 Sem Hrs
Prerequisite: BRT 149 with C (2.0) minimum grade. Principles, procedures, and techniques of television field (non-studio) production. Individual video productions in various technical formats are produced. Work with portable video equipment in the field is required. (30-30) F

BRT 177 Telecommunications Facilities 4 Sem Hrs
General overview of the basic operations and organization of telecommunications facilities, including radio and television broadcasting stations, cable television services, and corporate media production departments. Course will feature guest lecturers on the topics of programming, traffic, fundraising and underwriting, sales, promotions and public information, engineering and management. Within each category, similarities and differences between the various types of telecommunications facilities will be explored. On-site facility tours will be included. (60-0) O

BRT 220 Broadcast History, Law and Responsibility 4 Sem Hrs
Fundamental historic and legal principles of broadcasting. The history of broadcasting involves the origin, development, nature and function of radio and television stations and networks. The economics of the broadcasting industry are discussed along with self-regulation and social controls in modern society. The legal principles involve communications law regulatory acts and agencies, self-regulatory codes, labor unions, and the ethical and moral considerations in broadcasting. Pending legislation affecting broadcasting is examined, as well as future technical and legal developments. (60-0) O

BRT 222 Broadcast Journalism 3 Sem Hrs
Prerequisite: BRT 150 and BRT 156 with C (2.0) minimum grades. Principles of news gathering, editing, and presentation for broadcast. Course will include visits by area broadcast journalists to discuss issues and techniques. Students will complete field reporting exercises for radio and television news. (30-30) F

BRT 227 Broadcast Sales 3 Sem Hrs
Basic marketing concepts in broadcast time and spot sales. Information on the psychological, sociological, economic, and communicative aspects of salesmanship are applied to the broadcast industry. Actual sales presentations are prepared for hypothetical clients. Practicing professionals in the broadcast sales field share their experiences with the class. (45-0) O

BRT 230 Broadcast Audio Production 3 Sem Hrs
Prerequisite: BRT 153 and BRT 156 with C (2.0) minimum grades. Detailed study with an audio design orientation of various aspects of broadcast audio production. Areas of study to include basic training in technical listening, radio arts and entertainment production, and audio collage techniques and their use in broadcast dramas and documentaries. Students will be asked to produce mock radio programs of various formats in addition to other lab exercises. Potential for direct student interactive experience with WUCX/Delta Broadcasting FM Public Radio. (30-30) F

BRT 232 Radio News Production 3 Sem Hrs
Prerequisite: BRT 153 and BRT 222 with C (2.0) minimum grades. Advanced study and training in the production of news for radio. News services, field reporting, feature production, and newscast producing and editing will be explored. Students will be asked to regularly submit individual news productions in a variety of journalistic formats. Potential for direct student interactive experience with WUCX/Delta Broadcasting FM Public Radio. (30-30) F

BRT 234 Music Programming Workshop 3 Sem Hrs
Prerequisite: BRT 230 with C (2.0) minimum grade. In-depth study of music program production for radio. Comparison of commercial and public radio, and the elements and constraints shaping each format. Comprehensive survey of musical styles and how they're utilized to create programming formats, as well as the study of various music sources and services. Each student will be asked to weekly produce an hour-long mock radio program with complete and detailed play list and log. Various musical formats will be required. Potential for direct student involvement with WUCX/Delta Broadcasting Public Radio program production. (30-30) W

BRT 251 Television Producing and Directing 3 Sem Hrs
Prerequisite: BRT 154 and BRT 157 with C (2.0) minimum grades. Advanced techniques in the art of television producing and directing. Emphasis is placed on individual responsibility for complete program planning and organization: production equipment, personnel utilization, talent coordination, and camera direction. (30-30) W

BRT 256 Audio Operations II 3 Sem Hrs
Prerequisite: BRT 156 with C (2.0) minimum grade. Advanced principles, procedures, and techniques of audio engineering. Provides training in remote and field recording, studio and multitrack recording, and standard processing facilities (equalizers, effects generators, noise gates). A wide spectrum of industry applications will be discussed. (30-30) O

BRT 257 Advanced Television Field 3 Sem Hrs
Prerequisite: BRT 157 with C (2.0) minimum grade. Advanced principles, procedures, and techniques of television field (non-studio) production. Expands upon principles of field production including multiple camera remote operations and simple field troubleshooting. Editing techniques are explored in depth. (30-30) O

BRT 260 Assistant Director I 2 Sem Hrs
Prerequisite: BRT 149 with C (2.0) minimum grade and instructor approval. In-service training in television production in the areas of producing-directing, operations, and programming under the direct supervision of a television staff member. A minimum of four hours of work per week in television production is required. (0-60) O

BRT 261 Assistant Director II 2 Sem Hrs
Prerequisite: BRT 154 and BRT 260 with C (2.0) minimum grades and instructor approval. Expanded in-service training in the areas of producing-directing, operations, and programming under the direct supervision of a television staff member. A minimum of four hours of work per week in television production is required. (0-60) O

BRT 270 Current Trends and Issues - Seminar 2 Sem Hrs
Prerequisite: BRT 200 or instructor approval. Seminar in current issues that affect broadcasting and/or other areas of telecommunications. Provides timely information on trends and practices within the telecommunications industries discussed, as well as within related technologies and professions. (30-0) O

BRT 281 Internship 1 Sem Hr
Prerequisite: BRT 149 or BRT 156 with C (2.0) minimum grade and instructor approval. Provides hands-on production training in multiple areas of TV or Radio studio. Requires 5 hours per week under direct supervision of production staff member. (0-75)

BRT 282 Internship 2 Sem Hrs
Prerequisite: BRT 149 or BRT 156 with C (2.0) minimum grade and instructor approval. Provides hands-on production training in multiple areas of TV or Radio studio. Requires 10 hours per week under direct supervision of production staff member. (0-150)

BRT 283 Internship 3 Sem Hrs
Prerequisite: BRT 149 or BRT 156 with C (2.0) minimum grade and instructor approval. Provides hands-on production training in multiple areas of TV or Radio studio. Requires 15 hours per week under direct supervision of production staff member. (0-225)

BRT 290-299 Special Projects in Broadcasting or Telecommunications O

COMPUTER ASSISTED DRAFTING COURSES

CAD 114 AutoCAD Introduction 2 Sem Hrs
Uses AutoCAD software to draft two dimensional multi-view drawings and three dimensional wire frame constructions. Completes projects including arrays, blocks, assigned properties, notations, and dimensions. Acquires knowledge of the software, hardware and the MS-DOS operating system in the process of developing a Computer Aided Design and Drafting drawing for multi-pen plotting. Credit may be earned in either CAD 114 or SKCA 114 but not in both. (30-0)

CAD 214 AutoCAD Techniques 2 Sem Hrs
Prerequisite: CAD 114 and either DRF 104 or DRF 105. Extends skills in the use of AutoCAD and builds efficiency in the production of CAD drawings. Developing two dimensional multi-view drawings fully noted, sectioned, and dimensioned is emphasized. Adding attributes and composing complete working drawings also covered. Students complete three dimensional drawings to prove and verify designs and display them as expanded multi-views. (30-0)

CAD 224 AutoCAD Advanced 2 Sem Hrs
Prerequisite: CAD 214. Develops skills in the use of AutoCAD and increases the options and methods of production of CAD drawings. Develops capability with AutoCAD system variables, dimensioning variables, customizing screen and tablet menus, symbol libraries and script files. Included is an introduction to AutoLISP, extended file manipulation and command of DOS. Both 2D multi-view and 3D wireframe drawings are assembled into working drawings. (30-0) FS

CAD 226 AutoCAD 3D Advantage 2 Sem Hrs
Prerequisite: CAD 214 or equivalent AutoCAD experience. Develops skills in the use of 3D AutoCAD and increases the options and methods of production of 3D AutoCAD drawings. Develops capability with 3D AutoCAD Wireframe, Surfaces and Solids, Model Space and Paper Space. Also includes extended experience with System Variables, file manipulation and command of DOS. (30-0)

CAD 290-299 Special Projects in Computer Assisted Drafting O

CHILD DEVELOPMENT COURSES

CD 111 Introduction to Early Childhood Education 2 Sem Hrs
CD 111, 112, 113, 114 and 160 must be taken concurrently. Exceptions require Coordinator's approval. Introduces the field of early childhood education with an overall view of goals, children, schools, teaching techniques and professionalism. A student must earn a grade of C (2.0) or better in this course to obtain a certificate or an Associate Degree of Applied Science-in Child Development. (30-0) F

CD 111A Introduction to Early Childhood Education 2 Sem Hrs
Introduces the field of early childhood education with an overall view of goals, children, schools, teaching techniques and professionalism. Credit may be earned in CD 111A or CD 111 but not both. (30-0) O

CD 112 Early Childhood Programming 2 Sem Hrs
CD 111, 112, 113, 114 and 160 must be taken concurrently. Exceptions require Coordinator's approval. Provides the basic curriculum and organizational skills needed to work in an early childhood program. Identifies, develops and presents developmentally appropriate activities for the early childhood program. (30-0) F

CD 112A Early Childhood Programming 2 Sem Hrs
Provides the basic curriculum and organizational skills needed to work in an early childhood program. Identifies, develops and presents developmentally appropriate activities for the early childhood program. Credit may be earned in CD 112A or CD 112, but not both. (30-0) O

CD 113 Interaction with Young Children 3 Sem Hrs
 CD 111, 112, 113, 114 and 160 must be taken concurrently. Exceptions require Coordinator's approval. Introduces the student to basic skills needed to interact with young children in a positive manner. Identifies instances of growth-producing and/or growth-restricting child behavior and the capability to recognize and interpret a variety of guidance techniques are the major objective of the course. A student must earn a grade of C (2.0) or better in this course to obtain a certificate or an Associate Degree of Applied Science-in Child Development or Nanny Program. (45-0) F

CD 113A Interaction with Young Children 3 Sem Hrs
 Introduces the student to basic skills needed to interact with young children in a positive manner through a variety of guidance techniques. Credit may be earned in CD 113A or CD 113 but not both. (45-0)F

CD 114 Introduction to Child Development 3 Sem Hrs
 CD 111, 112, 113, 114 and 160 must be taken concurrently. Exceptions require Coordinator's approval. Introduces the student to the topic of human growth and development from birth through adolescence. Emphasizes observation techniques and theories of human development. A student must earn a grade of C (2.0) or better in this course to obtain a certificate or an Associate Degree of Applied Science-in Child Development. Credit may be earned in CD 114 or 114A but not both. (45-0)F

CD 114A Introduction to Child Development 3 Sem Hrs
 Introduces the student to the topic of human growth and development from birth through adolescence. Emphasizes observation techniques and theories of human development. Credit may be earned in CD 114A or CD 114 but not both. (45-0)F

CD 115P Introductory Community Practicum 2 Sem Hrs
 Prerequisite or concurrent: CD 111, 112, and 113. Exceptions require Coordinator's approval. Introduces the early childhood classroom, observing and participating with young children and their teachers. Requires at least eight hours a week in a quality early childhood program. Credit may be earned in CD 160 or CD 115P but not in both. (15-80) F

CD 116 Families in the American Culture 3 Sem Hrs
 PSY 223, CD 116 and CD 117 must be taken concurrently. Exceptions require Coordinator's approval. Provides the background needed to work with parents and children in a variety of family situations. Explores differing family roles and structures, and ways to support families in crisis. Emphasizes diversity in social classes, economic resources, cultural customs and tradition, and the need for parent-caregiver communication. A student must earn a grade of C (2.0) or better in this course to obtain a certificate or an Associate Degree of Applied Science in Child Development. Credit may be earned in CD 116 or CD 116A but not both. (45-0) W

CD 116A Families in the American Culture 3 Sem Hrs
 Provides the background needed to work with parents and children in a variety of family situations. Explores differing family roles and structures, and ways to support families in crisis. Emphasizes diversity in social classes, economic resources, cultural customs and tradition, and the need for parent-caregiver communication. Credit may be earned in CD 116 or CD 116A but not both. (45-0) W

CD 117 Practicum for Early Childhood Assistant 6 Sem Hrs
 Prerequisites: CD 111, 112, 113, 114 and 160. CD 116 and 117 must be taken concurrently. Exceptions require Coordinator's approval. Focuses on interaction skills, child care skills and techniques for supporting a lead teacher in the day-to-day operation of an early childhood program. At least four days a week will be spent in an early childhood program, and students will meet with the instructor once a week. A student must earn a grade of C (2.0) or better in this course to obtain a certificate or an Associate Degree of Applied Science-in Child Development. (37.5-180) W

CD 117A Practicum for Early Childhood Assistant 6 Sem Hrs
 Prerequisites: CD 113A, CD 114A, CD 160A. Exceptions require coordinators approval. Focuses on interaction skills, child care skills, and techniques for supporting a lead teacher in the day to day operation of an early childhood program. At least four days a week will be spent in an early childhood program and the students will meet with the instructor once a week. Student may earn credit in CD 117A or CD 117, but not both. (37.5-180)

CD 160 Introductory Practicum in Child Development 2 Sem Hrs
 CD 111, 112, 113, 114 and 160 must be taken concurrently. Exceptions require Coordinator's approval. Introduces the early childhood classroom, observing and participating with young children and their teachers. Requires at least two half days a week in a quality early childhood program. (15-80) F

CD 160A Introductory Practicum in Child Development 2 Sem Hrs
 Prerequisite: CD 111A or CD 112A. Exceptions require Coordinator's approval. Introduces the early childhood classroom, observing and participating with young children and their teachers. Requires at least two half days a week in a quality early childhood program. Credit may be earned in CD 160 or CD 160A but not in both. (15-80)

CD 200 Practicum in Child Development and Center Management 4 Sem Hrs
 Prerequisites: CD 111, 112, 113, 114, 116, 117, 160, PSY 223 Prepares for a lead teaching position, as well as, a program management position. Stresses the development of teaching skills and program management skills. At least four days a week will be spent in an early childhood program.(15-180)

CD 290-299 Special Projects in Child Development O

COOPERATIVE EDUCATION COURSES

Student must carry a minimum of 12 credit hours including the co-op class, maintain a minimum 2.0 grade point average, and work 15-25 hours per week on a job relating to his/her program. Co-op coordinator must approve the co-op work station.

Students are advised to consult with co-op coordinator about appropriate course number as course numbers depend upon program.

CED 103, 113, 123, 133, 143, 153, 163, 173, 183 1 Sem Hr
Cooperative Education
 Prerequisite: Must be employed and have consent of coordinator. On-the-job training relating to the student's program. Evaluations made by the employer and the coordinator. Class will meet five hours per semester. Term paper and/or project required. Designed for student who is placed in co-op position for the last 1/3 of the semester. (5-75) FW

CED 104, 114, 124, 134, 144, 154, 164, 174, 184 2 Sem Hrs
Cooperative Education
 Prerequisite: Must be employed and have consent of coordinator. On-the-job training relating to the student's program. Evaluations made by the employer and the coordinator. Class will meet ten hours per semester. Term paper and/or project required. Designed for student who is placed in co-op position for the last 2/3 of the semester. (10/150) FW

CED 105, 115, 125, 135, 145, 155, 165, 175, 185 3 Sem Hrs
Cooperative Education I
 Prerequisite: Employable skill and consent of coordinator. Places the student in a program-related, supervised work station for on-the-job experience. Evaluations are made by the employer/supervisor and the college coordinator. Class may meet with coordinator two hours per week. Term paper and/or project reports may be required. (15-225) FW

CED 106, 116, 126, 136, 146, 156, 166, 176, 186

3 Sem Hrs

Cooperative Education II

Prerequisite: CED 105, CED 115, 125, 135, 145, 155, 165, 175, or 185. A continuation of Cooperative Education I, with additional responsibilities at work site. Term paper and/or project may be required. (15-225) FW

CED 120 Co-Op Retail Management

3 Sem Hrs

Prerequisite: Employable skill and consent of coordinator. Places the student in a program-related, supervised work station for on-the-job experience. Evaluations are made by the employer/supervisor and the college coordinator. Class may meet with coordinator two hours per week. Term paper and/or project reports may be required. (15-225) FW

CED 122 Co-op Fashion/Interior Design

3 Sem Hrs

Prerequisite: Employable skill and consent of coordinator. Places the student in a curriculum-related, supervised work station for on-the-job experience. Evaluations are made by the employer/supervisor and the college coordinator. Term paper and/or project reports may be required. (15/225) FW

CED 205, 215, 225, 235, 245, 255, 265, 275, 285

2 Sem Hrs

Cooperative Education III

Prerequisite: CED 106, 116, 126, 136, 146, 156, 166, 176, or 186. A continuation of Cooperative Education I and II, with additional responsibilities at work site. A five-hour workshop per semester. (5-225) FW

CED 206, 216, 226, 236, 246, 256, 266, 276, 286

2 Sem Hrs

Cooperative Education IV

Prerequisite: CED 205, 215, 225, 235, 245, 255, 265, 275, or 285. A continuation of Cooperative Education I, II, and III, with additional responsibilities at work site. A five-hour workshop per semester. (5-225) FW

CED 207, 217, 227, 237, 247, 257, 267, 277, 287

1 Sem Hr

Cooperative Education V

Prerequisite: CED 206, 216, 226, 236, 246, 256, 266, 276, or 286. A continuation of Cooperative Education I, II, III, and IV, with additional responsibilities at work site. A 2.5 hour workshop per semester and/or a major project or paper with one-on-one consultation with co-op coordinator may be required. (2.5-162.5) FW

CED 208, 218, 228, 238, 248, 258, 268, 278, 288

1 Sem Hr

Cooperative Education VI

Prerequisite: CED 207, 217, 227, 237, 247, 257, 267, 277, or 287. A continuation of Cooperative Education I, II, III, IV, and V, with additional responsibilities at work site. A 2.5 hour workshop per semester and/or a major project or paper with one-on-one consultation with co-op coordinator may be required. (2.5-162.5) FW

CED 290-299 Special Projects in Cooperative Education O

CHEMICAL TECHNOLOGY COURSES

CT 100 Introduction to Chemical Technology 2 Sem Hrs

Provides overview of Chemical Process Industries and Chemical Technology with focus on the role of the process operator and the chemical technician. Introduces concepts of safety, regulation, laws affecting the job and the industry, and quality control. Includes study skills and attitudes necessary for study of science/technology as well as means of continuing professional and personal growth. Credit may be earned in CT 100 or CPI 110 but not both. (30-0)

CT 290-299 Special Projects in Chemical Technology O

CHEMISTRY COURSES

CHM 101 General Chemistry I

5 Sem Hrs

Fundamental principles, including atomic theory, periodic properties, states of matter, laws of chemistry combination, nomenclature, and chemical phenomena of interest to daily living. Designed as a preparation to CHM 111 for those students with no previous work in chemistry and to satisfy a science requirement in certain curricula. Students may use either CHM 101 or CHM 111, not both, to fulfill graduation requirements. (75-30)

CHM 105 Technical Chemistry I

5 Sem Hrs

Provides basic principles of general chemistry with an emphasis on resource-based and hands-on learning. Includes chemical and physical properties of matter, measurement and chemical calculations, chemical terminology, reactions and processes. Includes use of industrial and field testing equipment. (60-60)

CHM 106 Technical Chemistry II

5 Sem Hrs

Prerequisite: Completion of CHM 105 with a grade of "C" or better. Provides inorganic and organic chemistry knowledge and technical skills' foundation essential for employment as a technician in a variety of chemistry-based professions. Includes analytical instrumentation use. (60-60)

CHM 111 General and Inorganic Chemistry I

4 Sem Hrs

Prerequisites: High school chemistry or CHM 101 and one year of high school algebra. A course with emphasis on an in-depth study of the theories and principles of atomic structure bonding, stoichiometry, states of matters, and properties of solutions. This course is required for students who intend to enroll for more than one year of chemistry. Meets the needs of chemistry majors. Students may use either CHM 101 or CHM 111, not both, to fulfill graduation requirements. (60-45)

CHM 112 General and Inorganic Chemistry II

4 Sem Hrs

Prerequisite: CHM 111. Continuation of CHM 111. A study of chemical equilibria in water, including ionization solubility, complexation, acid-base phenomena, and oxidation reducing equilibria. The principles of electrochemistry, chemical thermodynamics, and chemical kinetics are discussed. Special topics such as the descriptive study of metals and non-metals are also discussed in this course. Meets the needs of chemistry majors. (60-45)

CHM 210 Organic Chemistry I

4 Sem Hrs

Prerequisite or concurrent enrollment in CHM 112. Provides the basic principles of organic chemistry, including functional groups, nomenclature, mechanisms, reaction types and various reagents. Meets the needs of students in the medical and health fields, engineering fields, and science majors. Credit may be earned in CHM 210 or CHM 201 or CHM 211. (60-0)

CHM 210L Organic Chemistry I Laboratory

1 Sem Hr

Prerequisite or concurrent enrollment in CHM 112. Provides the basic principles of organic laboratory techniques. Includes note keeping, filtrations, recrystallizations, extractions, distillation methods, spectroscopic methods, chromatographic methods, chemical searches, and report writing. Recommended to be taken concurrently with CHM 210. Credit may be earned in CHM 210L or CHM 201L or CHM 211L. (0-60)

CHM 220 Organic Chemistry II

4 Sem Hrs

Prerequisite: CHM 210 or CHM 201 or CHM 211. Provides a continuation of CHM 210 with reactions, mechanisms and nomenclature of carbonyl groups, carbohydrates, lipids, proteins and nucleotides. Includes special topics with applications in the medical, pharmaceutical and industrial fields. Meets the needs of students in medical and health fields, engineering fields, and science majors. Credit may be earned in CHM 220 or 202 or 212. (60-0)

CHM 220L Organic Chemistry II Laboratory 1 Sem Hr
Prerequisites: CHM 210 and CHM 210L or CHM 201 and CHM 201L or CHM 211 and CHM 211L. Provides a continuation of CHM 210L, applying the basic principles of synthesis and analysis to various challenging reactions, using established techniques. Recommended to be taken concurrently with CHM 220. Credit may be earned in CHM 220L or CHM 202L or CHM 212L (0-60)

CHM 221 Organic Biochemistry 3 Sem Hrs
Prerequisite: CHM 111, or CHM 101 with a minimum grade of B (3.0). Includes the structure and properties of the major classes of organic compounds, with emphasis on characteristic reactions of various functional groups, as well as fundamental concepts of bio-chemistry and the interrelationships of biologically active compounds with major metabolic pathways. (45-0) WD

CHM 222 Organic Biochemistry Laboratory 1 Sem Hr
Prerequisite: CHM 221 or concurrent enrollment. Laboratory experiments are designed to provide a variety of perspectives to supplement and enhance the student's background in organic and biochemistry. Experiments include extractions, syntheses, separations, analyses, comparison of reactions, and metabolic studies. (0-45) WD

CHM 230 Chemical Analysis/Instrumentation 4 Sem Hrs
Prerequisite: Permission of Instructor. Presents the theory and practice of basic chemical preparation and analysis as performed in research and/or industrial settings. Emphasizes safety, detailed and accurate record keeping, data handling, and report writing. Beneficial to all science majors in Biology, Chemistry, Engineering, and other Applied Science Curricula. (45-45).

CHM 231 Troubleshooting for Analytical Instrumentation 1 Sem Hr
Prerequisite: CHM 201, CHM 211, CHM 221, or CHM 230 (may be taken concurrently). Provides an overview of techniques and documentation required for trouble shooting analytical instrumentation in an industrial setting. Includes systematic approach to diagnosis of instrument failures as well as hands-on maintenance and repair operations. Beneficial to all science and technology majors. (15-0)

CHM 290-299 Special Projects in Chemistry O

CRIMINAL JUSTICE COURSES

CJ 101 Police Recruit Training 6 Sem Hrs
Prerequisite: Must be currently employed full-or part-time by a law enforcement agency, or have completed an Associate Degree upon entry, or will receive an Associate Degree upon completion of the Basic Police Training Academy. OSE 153, LWT 175, and LW 280 must be taken concurrently. Provides the basic training necessary to assume the duties of a police officer in preparation for MLEOTC (Michigan Law Enforcement Officers Training Council) state certification. Includes constitutional law, criminal law, laws of arrest, search and seizure, investigative techniques, first aid, firearms, motor vehicle laws, defensive tactics, and patrol techniques. Contact the Criminal Justice Training Center for information concerning admission requirements, enrollment, and current course fees. To obtain an Associate Degree in Criminal Justice, a student must earn a grade of C (2.0) or better in this course. (470-0)

CJ 110 Introduction to Criminal Justice 3 Sem Hrs
Introduction and career orientation to the field of law enforcement and criminal justice. Explores major areas including: the philosophical and historical background of the field; types of courts and agencies in the field and their responsibilities; administrative and technical problems in the field and an understanding of the Bill of Rights Amendments to the Constitution. A student must earn a grade of C (2.0) or better in this course to obtain an Associate Degree in Criminal Justice. (45-0)

CJ 111 Police Administration 3 Sem Hrs
Analyzes the functional divisions of the modern police department. Studies management operations, coordination of activities, communications, recruiting, training, public relations, and looks at the future of law enforcement. A student must earn a grade of C (2.0) or better in this course to obtain an Associate Degree in Criminal Justice. (45-0)

CJ 112 Police Operations 3 Sem Hrs
Study of patrol as a basic police function, including both the theoretical and functional aspects. Responsibilities of, purpose, methods, types and means of police patrol. Examination of patrol strength layout, beats, technological advancements affecting the patrol officer. A student must earn a grade of C (2.0) or better in this course to obtain an Associate Degree in Criminal Justice. (45-0) FW

CJ 182 Introduction to Security 3 Sem Hrs
An introduction and career orientation to the field of security. The major areas explored include: origins and development of security, proprietary security, risk analysis, fire protection, safety, internal theft control, insurance cargo security, computer security, institutional security, and the future of security. (45-0)

CJ 187 Current Issues in Security 3 Sem Hrs
A survey of current issues in security. Topics covered include: Terrorism, espionage, substance abuse, employee theft, computer vulnerabilities, and protection of information. (45-0) O

CJ 210 Introduction to Criminal Investigation 3 Sem Hrs
Prerequisite: CJ 110. Introduces criminal investigation procedures; includes theory of an investigation, conduct at crime scenes, collection and preservation of physical evidence; methods used in police science laboratory; finger prints, ballistics, documents, serology, photography, and related forensic sciences. A student must earn a grade of C (2.0) or better in this course to obtain an Associate Degree in Criminal Justice. (45-0)

CJ 220 Crime Laboratory Techniques 3 Sem Hrs
Prerequisite: CJ 110. CJ 210 must be taken concurrently or prior to. Introduces scientific criminal investigation and criminalistics; includes the proper handling and transmittal of evidence to the crime laboratory, laboratory aids that are available, understanding of the probabilities related to examination of physical evidence. A student must earn a grade of C (2.0) or better in this course to obtain an Associate Degree in Criminal Justice. (45-30)

CJ 230 Introduction to Corrections 3 Sem Hrs
Designed to provide an understanding of the agencies and institutions that have legal authority over the custody and supervision of offenders. Major areas discussed include the history and development of corrections, community based corrections, local, state and federal correctional institutions, and institutional administration. The correctional treatment of female, male and juvenile offenders will be explored. The role of corrections in the total system of criminal justice will also be covered. One of five courses which will meet the state requirement of 15 credit hours for employment as a correctional officer. Student must earn a grade of C (2.0) or better in this course to meet this state requirement. (45-0) E

CJ 232 Client Relations in Corrections 3 Sem Hrs
Designed to create an awareness of the effects of culture and discrimination on the attitude formation of individuals and assist students in identifying various professional responses to human behavior. One of five courses which will meet the state requirement of 15 credit hours for employment as a corrections officer. Student must earn a grade of C (2.0) or better in this course to meet this state requirement. (45-0) EF

CJ 233 Client Growth and Development 3 Sem Hrs
Designed to enable students to differentiate the various factors that are involved in the development and growth of the criminal. Included will be a discussion of the biological, environmental, and psychological influences. Specific problems such as sexual, substance abuse and medical disorders will be reviewed. Intervention strategies will also be discussed. One of five courses which will meet the state requirement of 15 credit hours for employment as a corrections officer. Student must earn a grade of C (2.0) or better in this course to meet this state requirement. (45-0) EW

CJ 235 Correctional Institutions and Facilities 3 Sem Hrs
Designed to present an overview of correctional institutions and facilities. Topics covered include the purpose of prisons and correctional institutions, treatment and rehabilitating programs, management and organization of correctional institutions, custodial care, safety and security, and future concerns. One of five courses which will meet the state requirement of 15 credit hours for employment as a correctional officer. Student must earn a grade of C (2.0) or better in this course to meet this state requirement. (45-0) EF

CJ 236 Community Based Corrections 3 Sem Hrs
An examination of alternative correctional programs commonly referred to as Community Based Corrections. Major topics covered include: the development, history and Michigan laws governing community based corrections, diversion programs, pretrial release, probation, restitution and community service, temporary release, half-way houses, parole, female programs, and sex and drug offender programs. (45-0) WE

CJ 238 Legal Issues in Corrections 3 Sem Hrs
A study of the primary legal issues correctional personnel will be entrusted to enforce and safeguard. Topics covered include an overview of U.S. Constitutional law, the court process from arrest through trial, the structure and function of the S.S. and state courts, and prisoner rights. One of five courses which will meet the state requirement of 15 credit hours for employment as a correctional officer in the state of Michigan. Student must earn a grade of C (2.0) or better in this course to meet this state requirement. (45-0) EFW

CJ 250 The Juvenile Offender 3 Sem Hrs
Major emphases are on the: Theories of causation as applied to juvenile delinquency; work of youth agencies; Michigan Juvenile Law and constitutional safeguards for juveniles; and new development in the prevention of juvenile crime. A student must earn a grade of C (2.0) or better in this course to obtain an Associate Degree in Criminal Justice. (45-0) EFW

CJ 270 Evidence and Criminal Procedure 3 Sem Hrs
A study of the rules of evidence as it affects the criminal justice process. Includes an overview of criminal procedure as it pertains to the rules of arrest, search, and seizure which regulate law enforcement and protects citizen's rights of privacy and presumed innocence. A student must earn a grade of C (2.0) or better in this course to obtain an Associate Degree in Criminal Justice. (45-0)

CJ 271 Criminal Law 3 Sem Hrs
Prerequisite: A previous course in Criminal Justice or American Government or permission of the instructor. Elements and proof in crime of frequent concerns in law enforcement with reference to principal rules of criminal liability. Importance of criminal law at the enforcement level is considered from crime prevention to courtroom appearance. A student must earn a grade of C (2.0) or better in this course to obtain an Associate Degree in Criminal Justice. (45-0)

CJ 275 Probation and Parole 3 Sem Hrs
Prerequisite: CJ 110 or CJ 230 or CJ 236 or permission of instructor. Examines the processes of probation and parole. Emphasizes management and supervision of individuals involved in the probation and parole process including interviewing, counseling techniques, and preparing court reports such as progress reports and presentence investigations. (45-0)

CJ 276 Issues in Criminal Justice Management 3 Sem Hrs
Prerequisite: CJ 110 or permission of instructor. Studies criminal justice agencies, their organizational structures, and issues related to managing these agencies. Examines local, state, federal, and privately operated criminal justice agencies as well as social, political, and economic factors that influence the operation and management of these agencies. (45-0)

CJ 277 Correctional Administration 3 Sem Hrs
Prerequisite: CJ 230 or permission of instructor. Analyzes the organizational structure of correctional agencies and institutions. Studies management philosophies, management theories, issues regarding personnel management, and budgeting. Also examines contemporary issues and dilemmas that correctional administrators face. (45-0)

CJ 280 Internship in Criminal Justice 3 Sem Hrs
Prerequisite: Minimum 15 credits Criminal Justice courses and permission of faculty. Field placement in a criminal justice setting (police department, court, juvenile center, etc.). An attempt will be made to find field education placements compatible with students' interests and agency needs. (10-160) SD

CJ 290-299 Special Projects in Criminal Justice O

COMPUTER NUMERICAL CONTROL COURSES

CNC 160 Computer Numerical Control Programming I 3 Sem Hrs
Prerequisites: MS 103 and either MTH 103 or MT 110 or basic knowledge of machining processes and trigonometry. Emphasizes manually programming machines with various capabilities, including absolute and incremental positioning systems; tab sequential, word address, and menudriven formats; and machines with two-, three-, four-, and five-axis control. Includes emphasis on computer assisted programming. Credit may be earned in CNC 160 or SKCN 160 but not in both. (45-0)

CNC 161 Computer Numerical Control Programming II 3 Sem Hrs
Prerequisites: CNC 160. Provides advanced training in computer assisted programming methods for computer numerical control machines. Teaches various programming languages with emphasis placed on Compact II. Credit may be earned in either CNC 161 or SKCN 161 but not in both. (45-0)

CNC 201 CNC Tooling and Special Setups 2 Sem Hrs
Prerequisite: MS 103 or MS 114 or basic knowledge of machining processes. Emphasizes carbide insert selection, cutting speed, feed, tool geometry, surface finish, and workplace fixturing. Stresses the history of cutting tools, manufacture of carbide, and advanced cutting materials. (30-0)

CNC 211 Mitsubishi 410 Control 4 Sem Hrs
Prerequisites: CAD 114 or SKCA 114, MS 115 or SKTR 182, CNC 160 or SKCN 160, and CIS 118 or prior experience. Teaches program methodology to produce quality parts using Mitsubishi 410 EIA/ISO language, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses Saginaw Machine Systems Accu-Cell 410 two-axis flat-bed front turning center for demonstration and lab activities. Credit may be earned in CNC 211 or SKCN 211 but not in both. (0-100)

CNC 212 Heidenhain TNC 151 Control 4 Sem Hrs
Prerequisites: CAD 114, MS 104 or MS 115, CNC 160, CIS 118 and instructor permission. Teaches program methodology to produce quality parts using the Heidenhain TNC-151 Dialog or EIA/ISO languages, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the Bridgeport Series II Interact II three-axis vertical milling machine for lab and demonstration. Credit may be earned in SKCN 212 or CNC 212 but not in both. (0-100)

CNC 213 OSP 5000 LG Control 4 Sem Hrs
Prerequisites: CAD 114, MS 104 or MS 115, CNC 160, CIS 118 and instructor permission. Teaches programming methodology to produce quality parts using the OSP-5000 LG EIA/ISO language, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the Okuma LB-15 two-axis slant-bed rear turning center for demonstration and lab activities. Credit may be earned in SKCN 213 or CNC 213 but not in both. (0-100)

CNC 214 Anilam GXM Control 4 Sem Hrs
Prerequisites: CAD 114, MS 104 or MS 115, CNC 160, CIS 118 and instructor permission. Teaches programming methodology to produce quality parts using the Anilam GXM EIA/ISO language, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the YCM Supermax 40 three-axis vertical milling machine for lab and demonstration. Credit may be earned in SKCN 214 or CNC 214 but not in both. (0-100)

CNC 215 General Numeric 10TF Control 4 Sem Hrs
Prerequisites: CAD 114, MS 104 or MS 115, CNC 160, CIS 118 and instructor permission. Teaches programming methodology to produce quality parts using the General Numeric 10TF EIA/ISO and conversational languages, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the MHP MTC-3 two-axis slant-bed rear turning center for lab and demonstration. Credit may be earned in SKCN 215 or CNC 215 but not in both. (0-100)

CNC 216 Mazatrol M-32/M-2 Control 4 Sem Hrs
Prerequisites: CAD 114, MS 104 or MS 115, CNC 160, CIS 118 and instructor permission. Emphasizes the programming methodology for producing quality parts using the Mazak M-32/M-2 Conversational programming language with secondary emphasis on tooling setups, part setups, and machining. Uses a Griffo Brothers, Inc., software package including: GB/Data Entry M-32, GB/GeoEntry M-32, GB/DataTransfer, GB/DataPrint M-32, and GB/DataTranslate M-32. Utilizes Delta College's Mazak VQC-15/40 M-2 four-axis double-column vertical machining center for program testing as well as employer's CNC equipment. Credit may be earned in either SKCN 216 or CNC 216 but not in both. (0-100)

CNC 217 JAPAX JAPT 3J Control 4 Sem Hrs
Prerequisites: CNC 212, or CNC 214, or CNC 216 and instructor permission. Teaches the programming methodology for producing quality parts using the JAPT 3J EIA/ISO language, including wire alignment, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the Japax LV3 four-axis wire electrical discharge machine (EDM) for lab and demonstration. Credit may be earned in SKCN 217 or CNC 217 but not in both. (0-100)

CNC 218 Boston Digital SPC-EIA/ISO Control 4 Sem Hrs
Prerequisite: CNC 216 and instructor permission. Teaches programming methodology to produce quality parts using the Boston Digital SPC-II EIA/ISO language, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the Boston Digital BostoMatic 1000 five-axis vertical machining system for lab and demonstration. Credit may be earned in SKCN 218 or CNC 218 but not in both. (0-100)

CNC 221 Surfcam 4 Sem Hrs
Prerequisites: CAD 114, MS 104 or MS 115, CNC 160, CIS 118 and instructor permission. Teaches off-line programming software for two-axis lathe work, up to five-axis mill work, and up to four-axis wire EDM work, operating on a PC and able to download to the General Numeric 10TF control on the MHP MTC-3 turning center, JAPT 3J control on the Japax wire EDM, as well as some of the other machining equipment. Emphasizes the creation of error free part programs using the SURFCAM programming language, including part geometry, tool path, and debugging with secondary emphasis on the downloading of a program to the turning center, mill, machining center, or wire EDM. Credit may be earned in SKCN 221 or CNC 221 but not in both. (0-100)

CNC 223 TM -APT- GL 4 Sem Hrs
Prerequisites: CAD 114, MS 104 or MS 115, CNC 160, CIS 118 and instructor permission. Teaches off-line programming software for two-axis lathe work, operating on an Okuma TM-APT -GL programming terminal downloading to the OSP-5000 LG control on the Okuma LB-15 turning center. Emphasizes the creation of error free part programs using the TM-APT-GL programming language, including part geometry, tool path, and debugging with secondary emphasis on the downloading of a program to the turning center. Credit may be earned in SKCN 223 or CNC 223, but not in both. (0-100)

CNC 225 Mastercam 4 Sem Hrs
Prerequisites: CAD 114, MS 104 or MS 115, CNC 160, CIS 118 and instructor permission. Uses an off-line programming software for up to four-axis lathe work, up to five-axis mill work, and up to four-axis wire EDM work, operating on a PC and downloading to the SPC-II control on the BostoMatic machining system, JAPT 3J control on the Japax wire EDM, as well as some other machining equipment. Emphasizes the creation of error free part programs using the MASTERCAM programming language, including part geometry, tool path, and debugging with secondary emphasis on the downloading of a program to the turning center, mill, machining center/system, or wire EDM. Credit may be earned in SKCN 225 or CNC 225 but not in both. (0-100)

CNC 226 CAM M-2/M-32 4 Sem Hrs
Prerequisites: CAD 114, MS 104 or MS 115, CNC 160, CIS 118 and instructor permission. Teaches programming methodology to produce error free programs using the Mazak M-2/M-32 EIA/ISO programming language on a PC with secondary emphasis on tooling setups, part setups, machining, and downloading to the Mazak VQC-15/40 M-2 four-axis double column vertical machining center using the Mazak CAM M-2 Programming software. Credit may be earned in SKCN 226 or CNC 226 but not in both. (0-100)

CNC 227 The XL/NC Off-Line Programming System 4 Sem Hrs
Prerequisites: CAD 114, MS 104 or MS 115, CNC 160, CIS 118 and instructor permission. Uses an off-line programming software for two-axis lathe work, up to four-axis mill work, and up to four-axis wire EDM work operating on a PC downloading to the General Numeric 10TF control on the MHP MTC-3 turning center, Japt 3J control on the Japax LV3 wire EDM, as well as some of the other machining equipment. Emphasizes the creation of error free part programs using the XL/NC programming language, including part geometry, tool path, and debugging with secondary emphasis on the downloading of a program to the turning center, mill, or machining center/system. Credit may be earned in SKCN 227 or CNC 227 but not in both. (0-100)

CNC 230 ACU-CARV 4 Sem Hrs
Prerequisites: MS 104 or MS 115, CAD 114, CNC 161, CNC 201 and instructor permission. An off-line programming software for up to five-axis wire EDM work. Operates on a PC and is able to download to the JAPT 3J control on the Japax wire EDM, SPC-II control on the BostoMatic machining system, and other prismatic machining equipment. Emphasizes the creation of error-free part programs. (0-100)

CNC 252 HEIDENHAIN TNC-151 Control Advanced 4 Sem Hrs
Prerequisite: CNC 212, and instructor permission. Emphasizes canned cycles and subprograms, plus all aspects of producing quality parts using the Heidenhain TNC-151 Dialog or EIA/ISO control, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the Bridgeport Series II Interact II three-axis vertical milling machine for lab and demonstration. Credit may be earned in SKCN 252 or CNC 252 but not in both. (0-100)

CNC 253 OSP- 5000 LG Control Advanced 4 Sem Hrs
Prerequisite: CNC 213 and instructor permission. Teaches canned cycles and subprograms, plus all aspects of producing quality parts using the OSP-5000 LG EIA/ISO control, including tooling setups, part setups, and machining with secondary emphasis is on parameters and maintenance. Uses the Okuma LB-15 two-axis slant-bed rear turning center for lab and demonstration. Credit may be earned in SKCN 253 or CNC 253 but not in both. (0-100)

CNC 254 Anilam GXM Control Advanced 4 Sem Hrs
Prerequisite: CNC 214 and instructor permission. Emphasizes canned cycles and subprograms, plus all aspects of producing quality parts using the Anilam GXM EIA/ISO control, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the YCM Supermax 40 three-axis vertical milling machine for lab and demonstration. Credit may be earned in SKCN 254 or CNC 254 but not in both. (0-100)

CNC 255 General Numeric 10TF Control Advanced 4 Sem Hrs
Prerequisite: CNC 215 and instructor permission. Emphasizes canned cycles and subprograms, plus all aspects of producing quality parts using the General Numeric EIA/ISO and conversational control, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the MHP MTC-3 two-axis slant-bed rear turning center for lab and demonstration. Credit may be earned in SKCN 255 or CNC 255 but not in both. (0-100)

CNC 256 Mazatrol M-2 Control Advanced 4 Sem Hrs
Prerequisite: CNC 216 and instructor permission. Teaches canned cycles, subprograms, and programming from CAD files using the Mazak M-32/M-2 conversational programming language with secondary emphasis on parameter and maintenance. Uses the Mazak VQC-15/40 M-2 four-axis double column vertical machining center for lab and demonstration. Credit may be earned in SKCN 256 or CNC 256 but not in both. (0-100)

CNC 257 JAPAX Japt 3J Control Advanced 4 Sem Hrs
Prerequisite: CNC 217 and instructor permission. Teaches canned cycles and subprograms, plus all aspects of producing quality parts using the JAPT 3J EIA/ISO control, including wire alignment, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the Japax LV3 four-axis wire electrical discharge machine (EDM) for lab and demonstration. Credit may be earned in SKCN 257 or CNC 257 but not in both. (0-100)

CNC 261 Surfcam II 4 Sem Hrs
Prerequisites: CNC 221 and instructor permission. Teaches the advanced powers of Surfcam software for more intricate programming of two-axis lathe work, up to five-axis mill work, and up to four-axis wire EDM work, operating on a PC able to download to the General Numeric 10TF control on the MHP MTC-3 turning center, JAPT 3J control on the Japax LV3 wire EDM, as well as some of the other machining equipment. Emphasizes the creation of error free part programs using the SURFCAM programming language, including part geometry, tool path, and debugging with secondary emphasis on the downloading of a program to the turning center, mill, machining center, or wire EDM. Credit may be earned in SKCN 261 or CNC 261 but not in both. (0-100)

CNC 263 TM-APT-GL Advanced 4 Sem Hrs
Prerequisites: CNC 223 and instructor permission. Teaches the advanced powers of TM-APT-GL software for more intricate programming of two-axis lathe work, operating on an Okuma TM-APT-GL programming terminal and downloading to the OSP-5000 LG control on the Okuma LB-15 turning center. Emphasizes the creation of error free part programs using the TM-APT-GL programming language, including part geometry, tool path, and debugging with secondary emphasis on the downloading of a program to the turning center. Credit may be earned in SKCN 263 or CNC 263 but not in both. (0-100)

CNC 265 MASTERCAM Advanced 4 Sem Hrs
Prerequisites: CNC 225, and instructor permission. Teaches the advanced powers of MASTERCAM software for more intricate programming of up to four-axis lathe work, up to five-axis mill work, and up to four-axis wire EDM work, operating on a PC and downloading to the SPC-II control on the BostoMatic machining system, JAPT 3J control on the Japax wire EDM, as well as other machining equipment. Emphasizes the creation of error free part programs using the MASTERCAM programming language, including part geometry, tool path, and debugging with secondary emphasis on downloading a program to the turning center, mill, machining center/system, or wire EDM. Credit may be earned in SKCN 265 or CNC 265 but not in both. (0-100)

CNC 266 CAM M-2/M-32 Advanced 4 Sem Hrs
Prerequisites: CNC 226 and instructor permission. Teaches the use of macros, macro programming methodology, macro call statements, and nesting using the Mazak M-32/M-2 EIA/ISO programming language with secondary emphasis on parameters and maintenance. Software is ASCII text editor and a Griffo Brothers, Inc. GB/DataEntry M-32, GB/GeoEntry M-32, GB/DataTransfer, GB/DataPrint M-32, and GB/DataTranslate M-32 running on a PC. Uses the Mazak VQC-15/40 M-2 four-axis double column vertical machining center for demonstration and lab. Credit may be earned in SKCN 266 or CNC 266 but not in both. (0-100)

CNC 270 ACU.CARV Advanced 4 Sem Hrs
Prerequisites: CNC 230 and instructor permission. Using the advanced powers of the ACU.CARV software for more intricate programming of up to five-axis mill work and up to four-axis wire EDM work, operating on a PC and able to download to the JAPT 3J control on the Japax wire EDM, SPC-II control on the BostoMatic machining system, as well as some of the other prismatic machining equipment in the CNC lab. Primarily emphasizes creation of error free part programs using the ACU.CARV programming language, including part geometry, tool path, and debugging. Focuses on the downloading of a program to the mill, machining center/system, or wire EDM. One hundred (100) hours will be lab and demonstration. Credit may be earned in either SKCN 270 or CNC 270 but not in both. (0-100)

CNC 280 ACU.CARV ADS Off-Line Programming System 4 Sem Hrs
Prerequisite: CNC 270 and instructor permission. Emphasizes the use of AutoCAD and ACU.CARV ADS softwares to create surfaces and tool paths for programming of up to five-axis mill work and up to four-axis wire EDM work. Includes the downloading of error-free PC created programs to JAPT 3J control on the Japax wire EDM, SPC-II control on the BostoMatic machining system, as well as some other prismatic machining equipment. Credit may be earned in CNC 280 or SKCN 280 but not in both. (0-100)

CNC 284 CNC Practicum 4 Sem Hrs
Prerequisite: Instructor permission. Teaches students to use actual working drawings of their own or those supplied by instructor to program, setup, and machine a sample lot of parts to simulate a production run. (0-100)

CNC 290-299 Special Projects in Computer Numerical Control 0

CHEMICAL PROCESS INDUSTRIES COURSES

CPI 110 Introduction to Chemical Process Industries 2 Sem Hrs

Provides overview of Chemical Process Industries and Chemical Technology with focus on the role of the process operator and the chemical technician. Introduces concepts of safety, regulation, laws affecting the job and the industry, and quality control. Includes study skills and attitudes necessary for study of science/technology as well as means of continuing professional and personal growth. Credit may be earned in CPI 110 or CT 100 but not both. (30-0)

CPI 120 Introduction to Process Operations 2 Sem Hrs

Provides an overview of process operations including analysis of process flow sheets. Details description and analysis of operations as they involve reactor, distillation columns, heat exchangers, and other types of operations in the typical chemical plant. (30-0)

CPI 290-299 Special Projects in Chemical Process Industries Courses O

CREDIT UNION MANAGEMENT COURSES

CRM 160 Principles of Credit Unions 3 Sem Hrs

Designed to familiarize students with basic concepts of credit unions and the Credit Union Movement. Traces the historical development of credit unions as non-profit, member-owned financial cooperatives, and deals with operational, regulatory, legal, leadership, risk management and ethical considerations. Emphasizes credit union similarities with and differences from other categories of financial institutions. Note: Final examination will qualify for CCUE credit for those also enrolled in CCUE course #100. (45-0) F

CRM 201 Credit Union Financial Counseling 3 Sem Hrs

Focuses on responsibility of the credit union toward member as customer and owner. Emphasizes role of planning in any counseling exercise, and works toward satisfaction of member needs through listening, exploring skill development, problem-solving and decision-making. Looks at financial planning on a personal and family level, including retirement and estate planning. NOTE: Final examination will qualify for CCUE credit for those also enrolled in CCUE course #800. (45-0) F

CRM 212 Credit Union Accounting 3 Sem Hrs

Prerequisite: ACC 211 with a C (2.0) minimum grade. Includes a study of credit union corporate basic theory and methodology, reporting of changes in financial position, analysis of various reserve accounts, and accounting data as used in performance measurement, regulatory compliance, decision making, planning, and control. Note: Final examination will qualify for CCUE credit for those also enrolled in CCUE course #400. (45-0) W

CRM 290-299 Special Projects in Credit Union Management O

COMPUTER SCIENCE AND INFORMATION TECHNOLOGY COURSES

CST 103 Windows Foundations 1 Sem Hr

Provides a basic introduction to the Microsoft Windows Operating System along with comparison of other popular windowing systems. Includes the creation of folders and use and review of the basic concepts of storage on floppy and hard disk. Introduces the basic features of Windows including menus, icons, dialog boxes, wizards, and the title and menu bars. Emphasizes the use of multi processing to run several programs at one time and merge text from documents created by these programs. (15-0)

CST 104 Microsoft Word Foundations 1 Sem Hr

Prerequisite: OSE 170 or equivalent. Introduces the Word for Windows word processing program. Teaches how to create, format, save, retrieve, edit, and print documents. Credit may be earned in CST 104 or OSE 212, but not both. (15-0)

CST 106 Internet Foundations 1 Sem Hr

Develops skills to access and use the Internet emphasizing easy information retrieval. Introduces essential Internet areas such as E-Mail and the use of Graphical Web Browsers. Credit may be earned in only one of the following: CST 106, CPS 160, CIS 160 or CIS 161. (15-0)

CST 110 Web Page Design 1 Sem Hr

Prerequisite: CST 106 or CIS 160 or CPS 160. Develops skills to create and maintain a basic Web page including text formatting, graphics insertion, and the use of links to other pages. (15-0)

CST 121 Introduction to AS400 and PROFS 1 Sem Hr

Provides a basic orientation to the IBM AS/400. Covers PROFS (Professional Office) operations such as Electronic Mail and Calendar Scheduling. Creating files, inputting screens, and compiling and executing programs will be taught with lab assignments being required. Credit may be earned in CST 121 or CIS 112, but not both. (15-0)

CST 123 Windows Operating System 1 Sem Hr

Prerequisite: CST 103. Provides a continuing orientation to PC Operating Systems. Emphasizes the Windows Operating System features needed in the daily operation of microcomputers including customizing and managing the desktop, maintaining the system and backing up data. Includes the customizing of windows for increased productivity, creation of graphics and the concepts of Object Linking and Embedding. (15-0)

CST 126 UNIX Operating System 2 Sem Hrs

Provides a basic orientation to the UNIX Operating System. Emphasizes how to create, display, copy and print files. Includes how to work with directories, and how to connect to the Internet. Credit may be earned in CST 126 or CIS 109, but not both. (30-0)

CST 132 Computer Literacy on the Macintosh 3 Sem Hrs

Introduces computers and their applications, programming and operating systems. Examines applications such as word processing, database, spreadsheet, and graphics. Includes the specialized vocabulary of computers with major emphasis on the use of Macintosh computers. May not be substituted for CST 133, CIS 133. Credit may be earned in CST 132 or CPS 125, but not both. (45-0)

CST 133 Introduction to Computer Information Technology 4 Sem Hrs

Presents the terminology needed to become computer literate including hardware, software and connectivity. Reviews the analysis and design of computer systems and their effect on our lives. Introduces micro and mini computers, different operating systems, and Windows applications: word processing, e-mail, spreadsheets, database, graphics, and programming. Credit may be earned in CST 133 or CIS 133, but not both. (60-0)

CST 134 Micro Computers in Business Using MS Office 3 Sem Hrs

Surveys small computer systems used for personal, business, and industrial applications including hardware, software, and operating systems. Uses MS Office for word processing, spreadsheets, and database software as well as the evaluation and selection of systems. Credit may be earned in CST 134 or CIS 120, but not both. (45-0)

CST 146 Desktop Publishing - PageMaker 2 Sem Hrs

Prerequisite: OSE 170 and a thorough working knowledge of at least one word processing software package or equivalent. Provides the student with an electronic tool to completely design a finished document. Emphasizes page design with text/graphics merging. Utilizes Windowing environments (Microsoft & PageMaker) and the mouse system. Examines desktop publishing principles (including a historical perspective) as well as pre-press operations. Analyzes similarities and differences between word processing and desktop publishing. Outside lab assignments are required. Credit may be earned in CST 146 or OSE 195, but not both. (30-0).

CST 147 Presentation Graphics Using PowerPoint 2 Sem Hrs
Prerequisite: CST 103 or knowledge of the windows operating system. Develops beginning/intermediate skills in presentation and graphic layout for business and education presentations. Includes computer projection and creating of computer generated transparencies and handouts. Focuses on developing attractive, professional, effective, and well-timed visuals for different business settings using computer graphic presentation software. Credit may be earned in only one of the following: CST 147, CIS 201 or OSE 201. (30-0)

CST 148 WordPerfect for Windows: Beginning 1 Sem Hr
Prerequisite: OSE 170 or instructor permission. Introduces the WordPerfect for Windows word processing program. Students will create, format, save, retrieve, edit, and print documents. Credit may be earned in CST 148 or OSE 192, but not both. (15-0)

CST 151 Spreadsheet Fundamentals 2 Sem Hrs
Surveys Microsoft Excel on the IBM PC including evaluation of spreadsheets, data base, graphics, report formatting and macros as applied to personal small business and industrial settings. Credit may be earned in only one of the following: CST 151, CIS 132, CST 155, CIS 136. (30-0)

CST 153 Lotus 1-2-3 3 Sem Hrs
Surveys Lotus 1-2-3 on the IBM PC including evaluation of spreadsheets, data base, graphics, report formatting and macros as applied to personal, small business, and industrial settings. Developing a project is required. Credit may be earned in CST 153 or CIS 134, but not both. (45-0)

CST 155 Microsoft EXCEL 3 Sem Hrs
Presents EXCEL features using personal and business applications. Emphasizes features and techniques to develop solutions to spreadsheet problems. Includes evaluation of spreadsheets, data base, report formatting, and macros. Compares EXCEL with other electronic spreadsheets. Credit may be earned in only one of the following CST 151, CIS 132, CST 155, or CIS 136. (45-0)

CST 170 Principles of Computer Programming I 1 Sem Hr
Introduces fundamental concepts and techniques used to design computer programs. Includes problem definition, algorithm development, and program documentation. A programming language will be used to implement the design concepts. (15-0)

CST 171 Visual BASIC Programming I 2 Sem Hrs
Introduces Visual Basic as a first class for Micro Computer programmers. BASIC commands will be used in a Windows environment. Implementation of objects and event driven code will be emphasized. Screen design and Microsoft Visual Basic controls will be taught. Teaches structured programming principles including internal and external program documentation; sequence, selection and iteration constructs; and modular programming. Credit may be earned in only one of the following: CST 171, CIS 139, or CPS 140. (30-0)

CST 174 Fortran Programming 3 Sem Hrs
Prerequisite: MTH 119. Introduces the FORTRAN programming language as an aid to problem solving. Emphasizes solving scientific or mathematical problems. Requirements include writing, debugging and executing several programs. Credit may be earned in CST 174 or CPS 165, but not both. (45-0)

CST 181 C++ Programming 3 Sem Hrs
Prerequisite: CST 108. Uses the C++ language to introduce programming foundations. Develops solutions to computing problems through algorithm design, development, and implementation. Includes documentation and formatting of output. Introduces object-oriented concepts. Credit may be earned in only one of the following: CST 181, CIS 170, CPS 170 or EGR 170. (45-0)

CST 183 Java Programming 3 Sem Hrs
Prerequisites: CST 181 or CIS 170 or CPS 170 or EGR 170. Introduces the Java programming language. Includes Java classes and object-oriented programming. Includes control structures, string handling, arrays, and the use of Java components for building a program graphical user interface. Introduces creation of Java applets and programming for the World Wide Web. Credit may be earned in only one of the following: CST 183, CIS 180 or CPS 180. (45-0)

CST 204 Microsoft Word: Intermediate 2 Sem Hrs
Prerequisites: CST 104 or OSE 212 or permission of instructor. Develops further the practical working knowledge of Word for Windows software. Refines formatting and focuses on page layout and design. Credit may be earned in CST 204 or OSE 213, but not both. (30-0)

CST 210 Advanced Web Page Design 2 Sem Hrs
Prerequisite: One of the following: CST 110, CIS 160, CPS 160, CIS 161 or HTML Web Page knowledge. Previous Windows 95 experience highly desirable. No programming experience is needed. Creates an advanced web page on the Internet for personal or business applications. Includes concepts and tools but not limited to: Java, CGI scripts (for page hit counters, image maps, etc.), animated graphics, frames, tables, forms, VRML, advanced HTML. Discusses Internet issues such as ethics, etiquette and security. Examines the differences between Netscape and MS Internet Explorer and the effect they have on displaying web pages. (30-0)

CST 216 Web Page Administration Using Front Page 3 Sem Hrs
Prerequisite: CST 110 or CIS 160 or CPS 160. Uses MS Front Page 98 software to create web pages. (45-0)

CST 221 Information Storage and Retrieval 3 Sem Hrs
Prerequisites: CST 121 or CIS 112, and CST 133 or CIS 133. Provides a basic understanding of the AS400 operating system, OS/400. Introduces students to work management and practice managing jobs, messages, and reports. Introduces the AS/400 data base, DD2/400, and creation of files with which to add, change, delete, and query data. Credit may be earned in CST 221 or CIS 135, but not both. (45-0)

CST 226 Local Area Networks 4 Sem Hrs
Prerequisite: CST 123 or CIS 118, and CST 133 or CIS 133 or Microcomputer background. Covers concepts, architectures, and implementation of Local Area Network (LAN) technology as well as a review of the evolution of Data Communications to its current status. Outside lab assignments and project required. Credit may be earned in CST 226 or CIS 216, but not both. (60-0)

CST 228 WINDOWS NT Operating System 4 Sem Hrs
Prerequisite: Microcomputer background. Basic orientation to the WINDOWS NT Operating System. Emphasizes creation, copying, and recovery of files and the use of applications within this operating system that are needed for its daily operation. Presents installation and customizing features. Credit may be earned in CST 228 or CIS 128, but not both. (60-0)

CST 229 Micro Hardware Install 1 Sem Hr
Prerequisite: CST 123 or CIS 118. Covers installation, maintenance and trouble shooting of peripheral devices, modems, memory and boards. Places students in a repair facility. Credit may be earned in CST 229 or CIS 119, but not both. (15-0)

CST 235 Systems Analysis and Design 3 Sem Hrs
Prerequisite: CST 133 or CIS 133, and CST 170 or CIS 130, 1 semester of accounting, and a programming language course. Includes study of data processing systems and procedures involving analysis of various existing data processing applications in business and industry. Includes a study of integrated or total management information and data processing systems. Emphasis is given to developing detailed procedures in various areas of management. Designed to study the three phases: Analysis of present information flow; system specification and equipment; implementation and documentation of the system. Credit may be earned in CST 235 or CIS 235, but not both. (45-0)

CST 238 GM Information Technology 2 Sem Hrs
Develops skills to use the current operating system on a computer. Introduces essential elements of computerized automotive technical support systems. Credit may be earned in CST 238 or CIS 108, but not both. (30-0)

CST 244 Corel Draw 2 Sem Hrs
Prerequisites: CST 146 or OSE 195 (with a minimum grade of "C"). Develops beginning/intermediate skills in graphic creation and manipulation for business and education. Includes drawing geometric and free form images as well as enhancing imported graphics and altering/enhancing existing clip art, scanned photos, etc. Emphasis is on the development of professional and effective visuals for newsletters, pamphlets, letters, reports, etc. Credit may be earned in CST 224 or OSE 198, but not both. (30-0)

CST 247 MMII: Advanced Presentation Graphics 2 Sem Hrs
Prerequisites: CST 147 or OSE 201 or CIS 201 or equivalent. Develops advanced skills in professional electronic presentations by incorporating video/sound clip files, animation sequences, voice overs, and explores gray-scale and 24-bit color to produce a sequence of visuals for a variety of professional settings. Credit may be earned in CST 247 or OSE 202, but not both. (30-0)

CST 248 Wordperfect for Windows: Intermediate 2 Sem Hrs
Prerequisites: CST 148 or OSE 192 or permission of instructor. Further develops the practical working knowledge of Wordperfect for Windows software. Refines formatting and focuses on page layout and design. Credit may be earned in CST 248 or OSE 193, but not both. (30-0)

CST 257 Database MS Access 3 Sem Hrs
Prerequisite: Any microcomputer class. Emphasizes the advantages of database processing, modeling, and design. Discusses design concepts from the standpoint of the user. Uses MicroSoft ACCESS. Credit may be earned in CST 257 or CIS 260, but not both. (45-0)

CST 270 Principles of Computer Programming II 1 Sem Hr
Prerequisite: CST 170. Uses programmer tools to design, develop the logic, and document programs. VTOCs (Visual Table of Contents), flowcharts, state transition diagrams will be used. Emphasizes logic walk throughs and team development. Credit may be earned in CST 270 or CIS 130, but not both. (15-0)

CST 271 Visual BASIC Programming II 3 Sem Hrs
Prerequisites: CST 171 or CIS 140. Writes programs in a windows environment using visual basic to design custom user interfaces with menus and dialogue boxes. Discusses object-oriented fundamentals and event-driven programming concepts. Includes work with object linking and embedding (OLE) and creation of an engine for database access. Credit may be earned in CST 271 or CIS 240, but not both. (45-0)

CST 273 MS Applications Using Visual BASIC 2 Sem Hrs
Prerequisite: CST 271 or CIS 240. Emphasizes writing advanced applications in the windows environment using visual basic. Discusses linking to other Windows applications, manipulating databases, and handling run-time errors. Includes creating user-friendly executable applications. Credit may be earned in CST 273 or CIS 241, but not both. (30-0)

CST 275 COBOL Programming I 3 Sem Hrs
Prerequisite: CST 121 or CIS 112 and CST 170 or CIS 130 or permission of instructor. Includes the advantages of Structured Cobol, potential applications and basic syntax. Emphasizes interactive programs, single dimension arrays and file access methods. Implements programs on an IBM AS/400. Credit may be earned in CST 275 or CIS 245, but not both. (45-0)

CST 276 COBOL Programming II 3 Sem Hrs
Prerequisite: CST 275 or CIS 245 or consent of instructor. Includes advanced programming concepts, multiple dimension arrays, Sort/Merge, Screen Design Aid and subprograms. Credit may be earned in CST 276 or CIS 255, but not both (45-0)

CST 277 RPG Programming 3 Sem Hrs
Prerequisites: CST 121 or CIS 112 and CST 133 or CIS 133. Covers file, input, calculation and output specifications statements for reporting and routine accounting applications. Uses RPG-III to write, compile and test programs. Credit may be earned in CST 277 or CIS 243, but not both. (45-0)

CST 281 Data Structures Using C++ 3 Sem Hrs
Prerequisite: One of the following: CST 181, CIS 170, CPS 170, EGR 170, or CPS 171. Introduces important data structures, data abstractions, and object-oriented programming. Includes recursive programming solutions, sorting and searching algorithms, and pointer variables. Studies key data structures including lists, stacks, queues, and trees. Credit may be earned in CST 281 or CPS 271, but not both. (45-0)

CST 282 C++ Object-Oriented Programming 2 Sem Hrs
Prerequisite: CST 281 or CPS 271. Studies object-oriented programming concepts through the use of the C++ Language. Analyzes relationships between C and C++. Includes the use of classes, encapsulation, polymorphism, and inheritance for program design. Credit may be earned in CST 282 or CIS 266, but not both. (30-0)

CST 290-299 Special Projects in Computer Science and Information Technology O

DENTAL ASSISTING COURSES

DA 110 Pre Clinical Dental Assisting 5 Sem Hrs
DA 113, DA 114, and DA 117 must be taken concurrently. Provides the opportunity to develop the skills for general chair side clinical procedures. Implements OSHA's practical skills. (30-90) F

DA 113 Oral Anatomy and Physiology 4 Sem Hrs
DA 110, DA 114, and DA 117 must be taken concurrently. Introduces basic structures and physiology of the oral cavity, head and neck. Includes oral histology, embryology, and pathology related to the development of the dental structure. (60-0) F

DA 114 Dental MaterialsI 1 Sem Hr
DA 110, DA 113, DA 117 must be taken concurrently. Introduces the theory and properties of dental materials. Emphasizes direct dental restorations procedures. (15-0) F

DA 117 Dental Health and Nutrition 1 Sem Hr
DA 110, DA 113, and DA 114 must be taken concurrently. Emphasizes oral hygiene, general and applied nutrition as well as patient motivation techniques. Dental health projects required. (15-0) F

DA 119 CDA Practical 8 Sem Hrs
Prerequisites: Verification by Health and Wellness Division Chair of current CDA certification. Prepares the currently Certified Dental Assistant to take DA 128--Expanded Dental Functions. Work experience and special assignments required. (30-300)

DA 120 Clinical Dental Assisting 6 Sem Hrs
Prerequisites: BIO 102, DA 110, DA 113, DA 115, DA 117, and HSC 140. DA 123, DA 123L, DA 125, and BIO 101 must be taken concurrently. Presents the theory and application of dental specialties. Requires assignments in off campus facilities and Dental Hygiene Clinic. (45-90) W

DA 123 Dental Radiology 2 Sem Hrs
Prerequisites: BIO 102, DA 110, DA 113, DA 114, DA 117, HSC 140. Concurrent enrollment in DA 120, DA 123L, and DA 125. Introduces the principles of radiation physics, factors affecting radiographic images, biological effects of radiation, and the protective measures necessary in dental radiation. (30-0) W

DA 123L Dental Radiology Lab 2 Sem Hrs
Prerequisites: BIO 102, DA 110, DA 113, DA 114, DA 117, and HSC 140 Concurrent enrollment in DA 120, DA 123, and DA 125. Provides laboratory practice in the application of commonly used dental radiographic procedures utilizing manikins and clinic patients. Credit may be earned in DA 123L or DH 123L but not both. (0-60) W

DA 125 Dental Materials II 2 Sem Hrs
Prerequisites: BIO 102, DA 110, DA 113, DA 114, DA 117, HSC 140. Concurrent enrollment in DA 120, DA 123, DA 123L. Introduces the theory and manipulation of indirect and adjunct restorative procedures. (15-30) W

DA 126 Dental Laboratory Procedures 1 Sem Hr
Prerequisites: Completion of DA 110, DA 113, BIO 102, and HSC 140 with a "C" (2.0) minimum grade in each. The manipulation of impression materials and gypsum products. Field trips may be required. (0-30) WD

DA 128 Expanded Dental Functions 3 Sem Hrs
Prerequisites: DA 120, DA 123, DA 123L, DA 125, and BIO 101. Concurrent enrollment in DA 129 OR completion of DA 119 and BIO 101. Provides knowledge and skills needed to perform expanded functions as permitted by the current rules and regulations of the Department of Consumer and Industry Services, Michigan Board of Dentistry. (15-60) S

DA 129 Dental Office Management 3 Sem Hrs
Prerequisite: Completion of DA 120, DA 123, DA 123L, DA 125 and BIO 101 with a minimum "C" (2.0) grade in each. Concurrent enrollment in DA 128. Emphasizes fundamental office skills in managing patient and business records, handling the telephone and visitors, controlling the appointment book, and processing dental claim forms. Includes basic financial procedures and computer use. (45-0) SD

DA 130 Dental Assisting Internship 7 Sem Hrs
Prerequisite: Completion of DA 128, DA 129 with a minimum of "C" (2.0) minimum grade. Concurrent enrollment in DH 133. Provides the opportunity to perform chairside assisting techniques, laboratory procedures, and dental office management skills while under direct supervision. Students will be assigned to local dental care facilities. (0-320) SD

DA 133 Dental Assisting Internship Seminar 1 Sem Hr
Prerequisite: DA 128 and DA 129. Concurrent enrollment in DA 130. Allows students opportunities to share internship experiences and future educational goals. Develops resume writing and job seeking skills. (15-0) S

DA 250 Radiography for Dental Auxiliaries 3 Sem Hrs
Prerequisite: Knowledge of dental anatomy and terminology plus current employment of at least one year as a chair side dental assistant. Introduces the theory and application of radiation characteristics, production, protection and exposure effects related to the production of diagnostic radiographs. Students must provide patients for laboratory activities. (24-21)

DA 290-299 Special Projects in Dental Assisting O

DENTAL HYGIENE COURSES

DH 100 Dental Hygiene Profession 1 Sem Hr
Provides overview of the Dental Hygiene Profession including the history and organizational structure of the American Dental Hygiene Association, and the ethical/legal aspects of the profession. Required dental office observation required. (15-0)

DH 101 Dental Anatomy I 2 Sem Hrs
Examines terminology of dental anatomy, morphology of the human dentitions and occlusion. (30-0)

DH 110 Dental Infection Control 2 Sem Hrs
Prerequisite: Current validation for Dental Hygiene Program. Presents theory and application of procedures and skills necessary to control transmissible diseases. Provides opportunities to practice Universal Precautions for the patient, professional, environment, and facilities. (15-30) F

DH 111 Oral Examinations 1 Sem Hr
Prerequisite: DH 100 and 101 each with a C (2.0) minimum grade and admission to the Dental Hygiene Program. Provides opportunity to practice skills necessary to perform dental charting and oral cancer examinations. Examines the various parts of dental appliances. (0-30) F

DH 112 Medical Assessment/Emergencies 2 Sem Hrs
Prerequisites: DH 100 and 101 each with a C (2.0) minimum grade, current HCP CPR certification and admission to the Dental Hygiene Program. Provides the opportunity to practice assessment, identification, and dental hygiene treatment protocol of septicemic emergencies which may occur in treating the dental patient. (15-30) F

DH 114 Oral Health 2 Sem Hrs
Prerequisites: DH 100 and 101, each with a C (2.0) minimum grade and admission to the Dental Hygiene Program. Presents theory of the characteristics, origin, and development of fluoride, dentifrices, mouthwashes, and deposits that affect the tooth surface. Emphasizes tooth brushing, auxiliary aids, dental appliances, care of pre/post surgical and oral cancer patients. (15-45) F

DH 115 Clinical Techniques 5 Sem Hrs
Prerequisites: DH 100 and 101 each with a C (2.0) minimum grade and admission to the Dental Hygiene Program. Presents theory and application of various periodontal instruments, plaque and stain removal and instrument sharpening skills that are necessary for proper use in the dental hygiene diagnostic and therapeutic services. Emphasizes proper documentation of findings. (45-90) F

DH 116 Prevention Nutrition 3 Sem Hrs
Prerequisites: DH 100 and 101, each with a C (2.0) minimum, grade and admission to the Dental Hygiene Program. Provides theory of foods, essential nutrients and their effects on general health as well as oral health. Emphasizes nutrition in dentistry for the dental hygienist in prevention and health promotion. (45-0) F

DH 118 Head and Neck Anatomy 3 Sem Hrs
Prerequisites: DH 100 and 101, each with a C (2.0) minimum grade and admission to the Dental Hygiene Program. Presents anatomy of the human head and neck and surrounding structures. Emphasizes basic anatomical terminology, landmarks, and a complete description of the skeletal, muscular, lymphatic, vascular, and innervation systems. (30-45) F

DH 120 Periodontics I 3 Sem Hrs
Prerequisites: DH 110, 114, 115, 116, 117 and 118 each with C (2.0) minimum grade. The student must understand the biology of the periodontium; the etiology; pathology, and epidemiology of periodontal diseases, and the prevention and treatment of periodontal diseases. (30-0) WD

DH 121 DH Seminar I 2 Sem Hrs
Prerequisites: DH 110, 111, 112, 114, 115, 116, and 118 each with a C (2.0) minimum grade. Introduces fundamentals of treatment planning, recall systems, case study documentation, patient management, techniques for clinical fluoride and care of the dental appliances. (30-0) W

DH 122 Oral Histology and Embryology 3 Sem Hrs
Prerequisites: DH 110, 111, 112, 114, 115, 116, and 118 each with a C (2.0) minimum grade. Provides theory of the embryological development of the oral cavity and identification and classifications of normal and abnormal conditions of the oral cavity and supporting structures. Includes microscopic study of the histology of the human dentition and the surrounding supporting structures. (45-0) W

DH 123 Dental Radiography 2 Sem Hrs
Prerequisites: DH 110, 111, 112, 114, 115, 116, and 118 each with a C (2.0) minimum grade. Presents theory of characteristics of radiation, components and functions of x-ray equipment, x-ray production, radiation biology and safety as well as processing and technical errors. (30-0) W

DH 123L Dental Radiography Lab 1 Sem Hr
Prerequisites: DH 110, 111, 112, 114, 115, 116, and 118 each with a C (2.0) minimum grade. Introduces the techniques of exposing, processing, and mounting dental radiographs, as well as radiographic interpretation. (0-45) W

DH 124 Pharmacology For Dental Hygiene 2 Sem Hrs
Prerequisites: DH 120, 121, 122, 123, 123L and 125 each with a C (2.0) minimum grade. Provides introduction to drugs and anesthetic agents commonly used in the dental practice. Includes origin, physical and chemical properties, methods of administration, and biological effects on the various body systems. (30-0) S

DH 125 Clinical Dental Hygiene I 4 Sem Hrs
Prerequisites: DH 110, 111, 112, 114, 115, 116, and 118 each with a C (2.0) minimum grade. Provides the opportunity to implement basic treatment skills with clinic patients. (0-120) W

DH 131 Dental Hygiene Seminar II 1 Sem Hr
Prerequisites: DH 120, 121, 122, 123, 123L and 125 each with a C (2.0) minimum grade. Emphasizes the study of techniques and philosophies of treating patients with special needs. (15-0) S

DH 135 Clinical Dental Hygiene II 3 Sem Hrs
Prerequisites: DH 120, 121, 122, 123, 123L, and 125 each with a C (2.0) minimum grade. Provides the opportunity to practice and increase the students proficiency skill levels learned from previous Dental Hygiene courses. (0-90) S

DH 210 Periodontics II 2 Sem Hrs
Prerequisites: DH 124, 131, and 135 each with a C (2.0) minimum grade. Provides the opportunity for assessment, documentation and treatment of the periodontal patient and to demonstrate ultrasonic scaling, root planing and irrigation. (15-30) F

DH 213 Oral Pathology 3 Sem Hrs
Prerequisites: DH 124, 131, and 135 each with a C (2.0) minimum grade. Introduces the process, identification, and classification of oral diseases. Emphasizes the prevention of the diseases with the scope of responsibility and practice of the dental hygienist. (45-0) F

DH 214 Dental Materials 4 Sem Hrs
Prerequisites: DH 124, 131, and 135 each with a C (2.0) minimum grade. Presents theory and clinical application related to properties and manipulation of dental materials and devices used in dental procedures. (45-45) F

DH 215 Clinical Dental Hygiene III 6 Sem Hrs
Prerequisites: DH 124, 131, and 135 each with a C (2.0) minimum grade. Provides the opportunity to practice and increase the students' proficiency skill levels of advanced instruments from previous Dental Hygiene courses. (0-180) F

DH 216 Community Dentistry I 2 Sem Hrs
Prerequisites: DH 124, 131, and 135 each with a C (2.0) minimum grade. Provides theoretical base for assessing, designing, implementing, and evaluating dental health improvement programs. (30-0) F

DH 220 Introduction to Orthodontics 2 Sem Hrs
Prerequisites: DH 210, 213, 214, 215, and 216, each with a C (2.0) minimum grade. Introduces the dental hygienist to the concepts of preventive and interceptive techniques in the treatment of disharmonies in dental occlusion. Includes Myofunctional Therapy and the application of orthodontic appliances. (15-45) W

DH 222 Case Study Documentation 1 Sem Hr
Prerequisites: DH 210, 213, 214, 215, and 216, each with a C (2.0) minimum grade. Provides opportunity to present specific case documentation on dental patients' conditions. (15-0) W

DH 225 Clinical Dental Hygiene IV 6 Sem Hrs
Prerequisites: DH 210, 213, 214, 215, and 216, each with a C (2.0) minimum grade. Provides the opportunity to perfect skills learned in all previous dental hygiene courses. Includes exposure to nontraditional instruments. (0-180) W

DH 227 Community Dentistry II 1 Sem Hr
Prerequisites: DH 210, 213, 214, 215, and 216, each with a C (2.0) minimum grade. Provides opportunity for assessment of dental health needs for target populations. Includes design, implementation, and evaluation of dental health improvement programs in non-traditional settings. Evening, weekend, and holiday assignments may be required. (0-45) W

DH 228 Dental Hygiene Seminar III 1 Sem Hr
Prerequisites: DH 210, 213, 214, 215, and 216, each with a C (2.0) minimum grade. Provides theory and techniques of treating patients with chemical dependencies and special needs. Includes the coordination of treatment phases of the AIDS patient. (15-0) W

DH 290-299 Special Projects in Dental Hygiene O

DRAFTING COURSES

DRF 104 Basic Mechanical Design 4 Sem Hrs
Developed for students with no drafting experience, less than one year of high school mechanical drafting, or for students with less than a C (2.0) grade in mechanical drafting. Provides instruction and practice to develop skill in spatial visualization, sketching, multi view instrument drawing, section views, design concept presentation, pictorial drawing, and American National Standards Institute (ANSI) conventional drafting and dimensioning standards. Credit may be earned in DRF 104 or DRF 105 but not in both. (15-90)

DRF 105 Beginning Mechanical Design 3 Sem Hrs
Provides instruction and practice to develop skill in spatial visualization, sketching, multiview instrument drawing, section views, design concept presentation, pictorial drawing, and American National Standards Institute (ANSI) conventional drafting and dimensioning standards. Credit may be earned in DRF 104 or DRF 105 but not both. (15-75)

DRF 107 Intermediate Mechanical Design 3 Sem Hrs
Prerequisite: DRF 104 or 105, and CAD 114. Applies computer-aided and manual methods to the mechanical design process using single and multi-view dimensioning, tolerancing, limit dimensions, thread representation and symbols, orthographic projection, auxiliary views, revolution views, design specifications, working drawings, and vectors for analysis. (30-30)

DRF 120 Beginning Industrial Blueprint Reading 2 Sem Hrs
Course designed for machine operators, welders, or assemblers with little or no blueprint reading experience. Includes manipulation of basic fractions and decimals and as applied to the reading of blueprints, reading measuring instruments, basic geometric figures, drafting and blueprinting procedures, basic orthographic projection auxiliary and sectional views, detail and assembly drawings, dimensioning and tolerances, title block, change block, list of materials, and notes. Credit may be earned in DRF 120 or WELD 120 but not both. (30-0)

DRF 122 Blueprint Reading for Welders and Fabricators**2 Sem Hrs**

Prerequisite: DRF 120 or basic knowledge of blueprint reading. Course designed specifically for welders and fabricators working with welding drawings. A more in-depth treatment of basic blueprint information, orthographic projection, assembly drawings, and geometric tolerancing. Emphasis placed on welding symbols and welding drawings. Credit may be earned in DRF 122 or WELD 122 but not both. (30-0) WE

DRF 124 Blueprint Reading for Machine Tool Operators**2 Sem Hrs**

Prerequisite: DRF 120. Instructs machinists, lathe operators, mill operators, and grinder operators in more in-depth treatment of working drawings, supplementary views and information, materials and processes commonly found in machining drawings. (30-0)

DRF 128 Geometric Tolerancing**2 Sem Hrs**

Prerequisite: DRF 120 or permission of instructor. Primary emphasis is on geometric symbols used in place of written notes on industrial drawings including datum, symbols, and other items tolerancing to the geometry of the part. Credit may be earned in either DRF 128 or SKDR 128 but not both. (30-0) WS

DRF 129 Advanced Geometric Tolerancing**2 Sem Hrs**

Prerequisite: DRF 128. A continuation of DRF 128, with a more in-depth study of positional tolerance, datums, form tolerance, gaging and verifying principles with advanced applications. (30-0) O

DRF 256 Descriptive Geometry**3 Sem Hrs**

Prerequisites: MTH 103 or MT 110, and DRF 107. Emphasizes space visualization and processes of solution. Problems comprise: combinations of points, lines, planes, intersections, developments, warped surfaces, true angles, true size and shape, vectors, shades and shadow, and conics. (15-75)

DRF 257 Advanced Mechanical Design**4 Sem Hrs**

Prerequisites: DRF 107, DRF 128, MS 113 or permission of instructor. Focuses on individual and/or team assignments working from complex design layouts to presentation of complete sets of working drawings, including product design, piping design, welding design, and plant layout. Emphasizes the CAD/CAE system, the design process, engineering references, and use of supplier catalogs. (30-90)

DRF 290-299 Special Projects in Drafting O**ECONOMICS COURSES****ECN 221 Principles of Economics I****4 Sem Hrs**

The study of how the American economics system works to produce and distribute goods and services given limited resources. The following topics are covered: Supply and demand analysis; Inflation, unemployment and growth national product; The activities and impact of the consumer, business and government on the economy; interest rates, money and banking; and the business cycle. Credit may be earned in either ECN 111 or 221 but not both. (60-0)

ECN 222 Principles of Economics II**4 Sem Hrs**

Prerequisite: ECN 221. A continuation of ECN 221 with emphasis on the individual units in the economy. The following topics are covered: further study of supply and demand; business behavior based on industry structure; regulated business (utilities); international trade and finance; and selected current problems. (60-0)

ECN 268 International Studies in Economics**1-4 Sem Hrs**

An analysis of foreign economic systems, including the private-public mix, role of international trade, foreign solutions to common economic problems, and specific timely topics. Includes classroom lectures, individual consultation and international field of study. Expenses for field study must be borne by the student. By prior arrangement with appropriate faculty, students may also take International Studies in the following disciplines: GEO 268, GB 268, SOC 268. (60-0) O

ECN 290-200 Special Projects in Economics O**EDUCATION COURSES****ED 200A Exploratory Teaching (Elementary)****3 Sem Hrs**

Prerequisites: ENG 111 & 112 with minimum of C (2.0); minimum of 24 credits with 2.0 gpa; minimum 2 courses from the following with at least a C+ in each: ART 105, ART 113, ED 101, LIT 251, MTH 110, MUS 100, LWT 266, PSY 223. Provides aspiring elementary teachers with experience, study and discussion to enable them to make informed career decisions. Requires at least 90 hours of field work in an elementary school, plus at least 15 hours of seminar. Credit may be earned in ED 200A or ED 200B, but not in both. (15-90)

ED 200B Exploratory Teaching (Secondary)**3 Sem Hrs**

Prerequisite: ENG 111 & 112 with a minimum of C (2.0); minimum of 24 credits with 2.0 gpa; minimum 2 courses in teaching major or minor with at least C+ in each. Provides aspiring secondary teachers with experience, study and discussion to enable them to make informed career decisions. Requires at least 90 hours of field work in a secondary school, plus at least 15 hours of seminar. Credit may be earned in ED 200A or ED 200 B, but not in both. (15-90)

ED 201 Education of the Exceptional Child**3 Sem Hrs**

Emphasizes the characteristics indigenous to the exceptional child for present or prospective teachers of the non-typical child. Presents an overview of the educational needs of and approaches to exceptional children to give students an opportunity to study the various programs offered. (45-0)

ED 268 International Studies In Education**1 Sem Hr**

Involves the study of one or more aspects of the educational system of a country other than the United States including class lectures and individual consultation. Overseas study is an integral part of the course. Expenses for travel and overseas study must be borne by the student. O

ED 290-299 Special Projects in Education O**ED 392 Internet Teaching Techniques for Teachers****3 Sem Hrs**

Prerequisite: College junior/senior-level education majors, teachers, or the consent of instructor. Provides those with basic Internet skills the tools and knowledge to create strategies and practices that use Internet tools (e-mail, discussion list, WWW, search engines, chat programs) to enhance student learning. (45-0)

ED 397 Introduction to Distance Learning**3 Sem Hrs**

Prerequisites: College junior/senior-level education or communication majors, teachers or consent of the instructor. Teaches strategies for distance education technology, with particular emphasis on instructional design, two-way interactive television (ITV), for application in any field. (45-0)

ED 399 Using Classroom Assessment Techniques**2 Sem Hrs**

Prerequisite: Instructor Permission required. Introduces classroom assessment techniques (CAT'S) and their use across disciplines. Develops and applies a variety of CAT's to formatively assess different types of learning and student development. Includes investigation and development of CAT's as tools for classroom research. (30-0)

ELECTRONIC ENGINEERING TECHNOLOGY COURSES**EET 103 Passive Circuits****3.5 Sem Hrs**

Prerequisites: EET 102, MTH 113, PHY 111, and ENG 111. Must be taken concurrently with EET 104. Studies DC and AC circuit fundamentals, passive components only, including the theory and application of direct current and alternating current concepts. Covers basic circuit laws, magnetism, impedance concepts, and transient analysis, and electrical and physical definitions. Analyzes component behavior based on physics principles. Credit may be earned in EET 103 and 104 or EET 110. (52.5-0)

EET 104 Circuit Analysis 3.5 Sem Hrs
Must be taken concurrently with EET 103. Studies DC and AC circuit fundamentals, passive components only, including independent and dependent sources. Involves network analysis of two and three variable problems. Credit may be earned in EET 103 and 104 or EET 110. (52.5-0)

EET 120 Digital Circuits 3 Sem Hrs
Prerequisite: MTH 107 or H.S. equivalent. Studies fundamental concepts of digital electronics, including the +5 volt TTL family of integrated circuits, digital number systems, Boolean algebra, Karnaugh maps, combinational logic circuits, counters, latches, flip-flops and shift registers. Introduces basic memory concepts and circuits. (30-30) FW

EET 208 Active Circuits I with Computer Simulation A 4 Sem Hrs
Prerequisites: EET 103 and EET 104. Must be taken concurrently with EET 209. Studies AC and DC analysis and design of circuitry involving solid state diodes, and bipolar junction transistors. Emphasizes loadlines and computer simulation of the circuits. Credit may be earned in EET 210 and 212 or EET 208 and 209. (60-0)

EET 209 Active Circuits I with Computer Simulation B 4 Sem Hrs
Must be taken concurrently with EET 208. Presents small signal analysis of AC two-part parameters and design of circuitry involving bipolar junction transistors. Emphasizes loadlines, small-signal AC analysis models, and computer simulation of the circuits. Credit may be earned in EET 210 and 212 or EET 208 and 209. (60-0)

EET 211 Active Circuits II 5 Sem Hrs
Prerequisite: MTH 211 or 161, and EET 210. Studies linear integrated circuit theory, frequency response and applications. Emphasizes use of operational amplifiers for math operations, comparators, active filters, analog to digital converters, current and voltage controlled amplifiers, and the use of power boosting techniques. Covers phase locked loops, switching and fixed voltage regulators, integrated timing circuits, and function generators. (60-30)

EET 215 Electrical Controls and Automation 5 Sem Hrs
Prerequisites: EET 235 or 210. EET 210 can be taken concurrently with instructor permission. Studies industrial control logic design and application with emphasis on ladder logic, relay and T-switch logic formats. Uses Modicon micro 84 to study programmable controller logic. Covers 4-layer semiconductors (SCRS-TRIACS-UJTS-PUTS-DIACS), their characteristics and applications. Studies application of electronic control systems to machine processes with emphasis on transducers, I/O interfaces, control processors and output drivers. (60-30)

EET 226 Computer Electronics 6 Sem Hrs
Prerequisites: EET 102 and EET 120. Introduces computer electronics with an emphasis on programming microcontroller computers using the C programming language. Teaches students to design projects that combine hardware and software to applications that interface microcontrollers to other computers and to analog and digital circuits. (90-0)

EET 230 Soldering Techniques 1 Sem Hr
Develops skill in soldering and printed circuit board fabrication and repair, using commonly accepted industrial practices. Covers safety, chemical handling, contamination of work area, grounding, materials, and waste handling. Producing a functioning printed circuit assembly is required. (8-22)

EET 231 Electronic Fabrication 3 Sem Hrs
Teaches basic prototype development from proposal to final report. Includes printed circuit board artwork on PC based CAD. Instructs students in undertaking several class projects as well as proposing a project of their own. Includes instruction in procuring parts, building test, and writing final report that covers the specification, operation, and troubleshooting of the unit. (15-60)

EET 235 Electrical Circuits 4 Sem Hrs
Prerequisites: MT 220 and PHY 111; MTH 113 or MTH 121. MT 220 may be taken concurrently. Studies DC and AC circuit fundamentals including a general introduction to industrial control concepts. (60-0)

EET 290-299 Special Projects in Electronic Engineering Technology O

ENGINEERING COURSES

EGR 100 Careers in Engineering 1 Sem Hr
A study of Engineering as a profession as well as a career. Surveys the various fields such as Mechanical, Electrical, Civil, etc. Compares an engineer with a technologist. Reviews work responsibilities, ethics, the work environment, challenges, salaries. (15-0)

EGR 101 Engineering Concepts 1 Sem Hr
A familiarization with the procedures followed and tools used by an engineer in problem solving, analysis and design. Covers engineering languages in graphics, mathematics, and computers. (15-0)

EGR 165 Introduction to Engineering Graphics 4 Sem Hrs
A study of the graphic language applied to mechanical and civil engineering design. Develops skills in orthographic projection, multi-view drawings, isometric drafting, sectioning, auxiliary views, revolutions, developments, ANSI dimensioning, and tolerancing, annotation and descriptive geometry. Uses computer-aided drafting and analysis. Credit can be earned in EGR 165 or DRF 155 but not in both. (30-60) FW

EGR 166 Engineering Graphics 4 Sem Hrs
Prerequisite: One year of high school mechanical drafting with final grade of C (2.0) or higher. A study of the graphic language applied to mechanical design, review of multi view and isometric drafting, and the geometry of drawing. Emphasis on developing skills in using orthographic projections, sectional views, auxiliary views and revolutions, dimensioning and annotation, and descriptive geometry. Computer-aided methods in drafting and analysis are used for all topics studied. Students cannot obtain credit for both EGR 165 and EGR 166. (30-60) FW

EGR 215 Engineering Mechanics, Statics 3 Sem Hrs
Prerequisites: PHY 211 and MTH 162. Covers forces, components, vectors, moments, couples, methods of sections, stress in frame structures, cables, friction, first moments, products of inertia, and centroids. (45-0) O

EGR 216 Engineering Mechanics: Dynamics 3 Sem Hrs
Prerequisite: EGR 215. Aims at students needing a second course in mechanics for engineers. Covers kinematics and kinetics of particles and rigid bodies in 2D and 3D. Uses force/acceleration, energy and momentum methods and applications to machine elements and structures in mechanical engineering. (45-0)

EGR 290-299 Special Projects in Engineering O

EMERGENCY MEDICAL TECHNICIAN COURSES

EMT 102 Basic EMT Field Experience 1 Sem Hr
Prerequisite: Successful completion of EMT 110 with a minimum "C" grade. Student must also enroll in EMT 110, EMT 111 and EMT 112 in the same semester. Provides the opportunity to observe and assist with basic emergency treatment techniques in emergency service facilities. (0-60)

EMT 110 Basic Emergency Medical Technician 1 4 Sem Hrs
Prerequisites: Current certification in CPR for the Professional Rescuer. Student must also enroll in EMT 102, EMT 111 and EMT 112 in the same semester. Provides fundamentals of basic emergency medical services. Includes roles and responsibilities of EMS personnel, basic anatomy and physiology, patient assessment and airway management. (48-12)

EMT 111 Basic Emergency Medical Technician 2 4 Sem Hrs
Prerequisite: Successful completion of EMT 110 with a minimum "C" grade. Student must also enroll in EMT 102, EMT 110, and EMT 112 in the same semester. Provides theory and skills related to management and transport of medical and trauma patients. Includes pharmacology, cardiovascular disease and obstetrics. (45-15).

EMT 112 Basic Emergency Medical Technician 3 3 Sem Hrs
Prerequisite: Successful completion of EMT 111 with a minimum "C" grade. Student must also enroll in EMT 102, EMT 110, and EMT 111 in the same semester. Continues medical emergency topics including rescue and extrication and HAZMAT. (30-18).

EMT 290-299 Special Projects in Emergency Medical Technician O

ENGLISH COURSES

ENG 090 Introduction to College Reading and Writing (was ENG 100) 5 Sem Hrs

Provides those who are not yet prepared for academic work in the regular composition sequence (ENG 111A, ENG 111, ENG 112) with opportunity to improve their reading and writing skills in an interactive and collaborative setting. Includes practice of personal and academic writing with special attention given to individual needs, which may include organization, sentence structure and variety, correct usage, and vocabulary development. Practices active reading strategies to understand, interpret, and apply information from reading. Successful completion of ENG 090 with a B or better is advisable for students prior to enrolling in the regular composition sequence. Credit will not be earned for graduation requirements. (75-0)

ENG 101 Applied English Skills 5 Sem Hrs
Instruction and experience in the skills of reading, writing, and oral communication with emphasis on practical use. This course fulfills the college English requirements for specific technical programs. (75-0) WO

ENG 104 Applied Spelling Techniques 2 Sem Hrs
Emphasizes English spelling patterns and sequences as well as techniques for approaching spelling for adult learners. Shows students how to apply critical thinking strategies to identify and meet their individual spelling needs. (30-0)

ENG 105 English as a Second Language 5 Sem Hrs
Aids the speaker of English as a second language with intermediate and advanced English language skills to communicating in academic and social settings. Includes speaking, listening, reading, composition, non-verbal communication and American culture. (75-0)

ENG 107 Elements of Grammar 2 Sem Hrs
Acquaints or refreshes students with useful, basic grammatical concepts and options in written language. Includes illustration and practice of sentence structure, usage, and punctuation. Strengthens writing skill and language awareness. (30-0)

ENG 108 Effective Reading and Vocabulary Development I 4 Sem Hrs
Designed for those who need to understand, remember, and enjoy what they read. Course will include techniques for understanding new words from reading and remembering vocabulary. Special consideration will be given to the study-reading process for college-level work. (60-0)

ENG 109 Reading and Vocabulary Development II 3 Sem Hrs
Prepares people to better understand and use reading strategies and vocabulary learning techniques. Increases comprehension and flexibility with a variety of printed material, particularly college-level texts. (45-0)

ENG 111 College Composition I 3 Sem Hrs
Develops fluent, effective, and confident writers. Practices the process of composing; generating ideas, shaping and evaluating their writing. Uses reading and language awareness to further the development of their writing. (45-0)

ENG 111A Writing Methods/College Composition I 5 Sem Hrs
Combines the objective of ENG III with two additional hours of special attention to particular student problems and needs in the conventions of written composition. Two of the five credit hours may be counted toward the total hours required for graduation but not toward fulfilling the English composition requirement for any curriculum or degree. (75-0)

ENG 112 College Composition II 3 Sem Hrs
Prerequisite: ENG 111 or ENG 111A, or ENG 111H. Continues the development of fluent, effective, and confident writers. Expands students' abilities and versatility in reading, language awareness, and composing for a range of purposes, audiences, and situations, including academic research writing. (45-0)

ENG 113 Technical Communication 3 Sem Hrs
Prerequisite: ENG 111 or ENG 111A or ENG 111H. Covers techniques for presentation of technical material in formal and informal written reports, letters and other current forms of business and technical communication. Emphasizes general principles used for successful written communication experiences in the professional world and the development of thinking and organizational skills, with specific applications to technical courses or professional case studies. (45-0)

ENG 115 Mass Media 3 Sem Hrs
Survey books, newspapers, magazines, recordings, film, radio, television, advertising, public relations and electronics. Includes media history operations, products, current issues and criticisms. (45-0)

ENG 116 News Writing 3 Sem Hrs
Prerequisite: ENG 115 or permission of instructor. Studies fundamental principles of gathering information and writing basic news stories. Emphasizes the elements of news, the lead, Associate Press style, news sources and structures of news stories. (30-30)

ENG 211 Advanced Composition 3 Sem Hrs
Prerequisite: ENG 112 or permission of instructor. Continues to practice forms of academic writing such as the summary, report based upon research, and the analytical essay. Emphasizes writing process and examines the origins and purpose of academic discourse. Approaches may include workshop, conferencing, publication and word processing at the discretion of the instructor. (45-0)

ENG 217 Advanced Reporting 3 Sem Hrs
Prerequisite: ENG 116. Focuses on advanced journalism techniques and news gathering methods, handling specialized assignments in government, crime, courts, sports, business and education plus editorial columns and entertainment reviews. Class members work on *The Delta Collegiate*. (30-30)

ENG 218 News Editing 3 Sem Hrs
Provides training in publication style, including newspapers, magazines, business and trade press, house organs, news letters and specialized publications; news evaluation, copy editing, headline writing, basic typography, design and computerized layout. Class members work on *The Delta Collegiate*. (30-30)

ENG 253 Creative Writing: Poetry 3 Sem Hrs
Prerequisite: ENG 112. A course in the writing of poetry. Students are encouraged to develop their own poetry writing skills and understanding. In addition to other classroom activities, there are discussions and writing assignments. The instructor may also choose to require analysis of published poetry and criticism. (45-0) FW

ENG 254 Creative Writing: Fiction 3 Sem Hrs
Prerequisite: ENG 112. Focuses on the writing of prose-chiefly short stories. Encourages students to develop their own writing styles. Includes other classroom activities, discussions and writing assignments, requiring analysis and criticisms of other student's work. (45-0)

ENG 256 Personal Writing 3 Sem Hrs
Prerequisite: ENG 112 or permission of instructor. A writing and reading course emphasizing inner exploration as a way of personal growth and expanded awareness. The central focus will be student's journal, although other avenues of personal writing such as dream logs and autobiographies and essays as aids to his/her writing and as works of literary art. (45-0) FW

ENG 290-299 Special Projects in English O

ENVIRONMENTAL SCIENCE COURSES

ENV 100 Environmental Regulations 3 Sem Hrs
Presents an overview of the regulations that are related to environmental protection, including OSHA regulations, Clean Air Act, SARA, RCRA and similar regulations. Provides an awareness of why the regulations exist, how they are enforced, penalties for noncompliance, and practical experience in interpretation of the regulations. (Cannot be counted toward Natural Science credit.) (45-0) O

ENV 130 Environmental Management for Automotive Industry 1 Sem Hr
Provides a study of protecting the environment, reducing waste generation, environmental compliance, preventing future liability associated with non-compliance and improper disposal of hazardous wastes, and improving profitability of an operation through pollution prevention techniques and practices. (15-0)

ENV 151 HAZWOPER Training 2.7 Sem Hrs
Involves hands-on training in the use of personal protective equipment, monitoring and sampling techniques, and decontamination techniques relative to hazardous materials in the workplace. Emphasizes rationale for following specific procedures, evaluations, relative merits of equipment and materials used. Establishes criteria for evaluation of field experience. Meets requirements of 40 hour HAZWOPER training. May be offered through Delta College Corporate Services or credit by prior experience as reviewed by the Science Division. (Cannot be counted toward Natural Science credit.) (40-0)

ENV 152 Emergency Response to Industrial Spills 1.6 Sem Hrs
Provides mandated training (24 hours) for emergency response to industrial spills, including use of protective equipment, sampling techniques, and decontamination methods. May be offered through Delta College Corporate Services or credit by prior experience as reviewed by the Science Division. (Cannot be counted toward Natural Science credit.) (24-0)

ENV 153 Confined Space Training 1.3 Sem Hrs
Provides mandatory training (20 hours) required for confined space entry relative to hazardous materials spills and contamination in the industrial sector. Includes protocols, monitoring methods, types and use of protective gear, and communication methods necessary to protect workers in potentially hazardous confined space. May be offered through Delta College Corporate Services or credit by prior experience as reviewed by the Science Division. (Cannot be counted towards Natural Science credit.) (20-0)

ENV 154 Hazardous Materials Shipping and Handling .4 Sem Hrs
Provides training pertinent to the mandatory protocols for the shipping and handling of hazardous materials, including packaging, labeling documentation, and placarding. May be offered through Delta College Corporate Services or credit by prior experience as reviewed by the Science Division. (Cannot be counted towards Natural Science credit.) (6-0)

ENV 290-299 Special Projects in Environmental Science O

FASHION MERCHANDISING COURSES

FM 110 Apparel Construction and Analysis 4 Sem Hrs
Analysis and application of professional procedures in appraising and constructing a garment; use of a pattern; proper fabric selections; pattern layout, marking, cutting, construction, and professional finishes; advanced construction methods in collar applications; sleeve construction and lining techniques. (60-0) F

FM 120 Apparel Tailoring 4 Sem Hrs
Prerequisite: FM 110 or permission of instructor. Basic clothing construction skills necessary. Areas covered include proper figure measurement and analysis, correct pattern and fabric selection for a coat or suit, pattern alteration techniques, fabric preparations, use of a test muslin, special innergarment construction techniques, construction of lapel collars, set-in sleeves, linings, and special methods of attaching fasteners to garments to achieve professional-looking apparel. (60-0) F

FM 150 History and Dynamics of Fashion 3 Sem Hrs
An introductory course to the clothing fashion industry. A study of the impact and interrelationships of costume and culture of western civilization from ancient times to the present. Emphasis will be placed on historic designer. The components of fashion, which include line, form, color, texture and silhouette, as well as construction details, will be explored. (45-0) F

FM 151 Display 3 Sem Hrs
Prerequisite: ART 115 and FM 170 or ID 100, or permission of the instructor. Display, as a major component of sales promotion, is fully explored in this course. Color and basic design principles will be studied in terms of their application to display. Analysis of the function, types and tools of display will be included. Students will design and coordinate window and interior displays. The steps in planning and coordination sales promotions will be covered. Emphasis will be placed on learning how to plan, produce and evaluate effective displays. (45-0) FD WE

FM 155 Textiles 3 Sem Hrs
A study of natural and man-made fibers, their properties and unique characteristics. Identification of fabrics used in wearing apparel and interior decoration; fabric production, performance and use; final processes and finishes; the study of weaves, pattern and color. (45-0) F

FM 170 Fundamental Theories of Fashion Design and Merchandising 3 Sem Hrs
A study of fashion merchandising, with emphasis on contemporary designers. A study of primary, secondary, and consumer markets is explored. Includes the relationship of sizes; figure types and styling; fashion pricing and market comparisons; and the forces influencing fashion. (45-0) W

FM 210 Apparel Pattern Drafting and Design 4 Sem Hrs

Prerequisite: FM 110 or equivalent. Basic principles of pattern drafting; pattern alterations through the flat pattern and pivot methods; elements of a proper garment fit utilizing test muslins; trade information of figure types, sizing, and pattern terminology. The basic sloper will be used in designing and drafting hip length slopers, collars, sleeves, bodices, and skirts. (60-0) W

FM 220 Advanced Apparel Tailoring 4 Sem Hrs

Prerequisite: FM 120 with a minimum grade of C (2.0). Includes couturier design and construction techniques, constructing a garment from a designer pattern choice utilizing couturier structural and decorative details. (60-0) W

FM 230 Applied Apparel Design 3 Sem Hrs

Prerequisite: FM 110 or equivalent. This course will cover art techniques suitable for apparel design, including fabric dyeing, quilting, stitchery, applique, and macrame. Apparel will be designed and constructed incorporating the above techniques. (30-30) W

FM 240 Fashion Coordination 3 Sem Hrs

Prerequisite: FM 170. Fashion coordination responsibilities in the primary, secondary, auxiliary, and retail apparel markets will be explored in this course. Areas that will be covered include sources of fashion information, how it is analyzed, and major fashion accessory to apparel. Practical experience in preparing and giving several types of fashion presentations to live audiences is of major importance. (45-0) W

FM 245 Advanced Textiles 3 Sem Hrs

Prerequisite: FM 155. An in-depth study of man-made fibers, including flooring materials and other types of floor coverings, giving special consideration to recent developments, new construction techniques and finishes, and measurement and the opportunity for individual investigation and research. (45-0) O

FM 250 Seminar in Clothing Fashion 2 Sem Hrs

Prerequisite: Permission of the instructor. This course is primarily designed for majors in the fashion curriculum. Students will study the New York fashion market through visits to apparel manufacturers, apparel designers, buyers' showrooms, resident buying offices, advertising agencies, retail ready-to-wear and boutiques, pattern companies, costume museums and other places of interest. Normally the class will spend one week in New York at the beginning of spring semester. Students pay tuition plus all their expenses. (30-0) S

FM 251 Apparel Center Experience 1 Sem Hr

Prerequisite: Permission of the instructor. Primarily for majors in the Fashion curriculum. Students will study the Chicago apparel industry through visits to apparel manufacturers, buyers' showrooms, resident buying office, area designers, retail ready-to-wear and boutiques, costume museums and other places of interest. Normally, the class will spend 3 days in the market. Students pay tuition plus all their expenses. (0-15) F

FM 290-299 Special Projects in Fashion Merchandising O**FR 106 Conversational French—Continuation 2 Sem Hrs**

Prerequisite: FR 105 or equivalent. A continuation of FR 105 with more emphasis on reading and writing French. Successful completion of FR 105 and 106 is considered equivalent to the successful completion of French One. (30-0) O

FR 111 French One 4 Sem Hrs

A beginning course presenting the basic structure of the French language with drills for correct pronunciation and grammar usage. Emphasis is placed on understanding and using spoken as well as written French. Supplemental work with cassette tapes is expected. (60-0) FW

FR 112 French Two 4 Sem Hrs

Prerequisite: FR 111 or one year of high school French. A continuation of FR 111 with further development of oral and written skills. (60-0) FW

FR 211 French Three 4 Sem Hrs

Prerequisite: FR 112 or two years of high school French. Continued application of principles of French grammar by means of conversation and composition practice. Classes conducted as much as possible in French. (60-0) O

FR 212 French Four 4 Sem Hrs

Prerequisite: FR 211 or three years of high school French. A continuation of FR 211, with further development of oral and written skills. (60-0) O

FR 290-299 Special Projects in French O**FIRE SCIENCE TECHNOLOGY COURSES****FST 101 Introduction to the Fire Service 3 Sem Hrs**

The student will analyze national fire problems, examine fire prevention procedures, identify fire fighters equipment, interpret fire codes and standards, recognize transportation hazards, study wild-fire methods, work with outside fire agencies, identify citizen responsibility, and study future fire problems. (45-0) FE

FST 102 Fireground Tactics 3 Sem Hrs

Prerequisite: FST 101 or FST 112. Analysis of basic rules of fire fighting strategy, defining engine company responsibilities, determining ladder company functions, correlating MUTUAL AID fires, and general fire problems will be included. (45-0) FE

FST 103 Building Construction 3 Sem Hrs

Provides a comprehensive look at the methods and practices employed in residential construction as it pertains to fire science. Structural design, blueprints, building materials, and mechanical considerations are covered. (45-0) WE

FST 104 Arson Awareness 3 Sem Hrs

A comprehensive study of national, state and local arson problems. Examines the local fire department role in reducing arson related fire losses. Examines the duties of and assistance provided by governmental agencies and the private sector. Analyzes local fire statistics to enable the development of an arson data system. Develops effective arson mitigation strategies. (45-0) WE

FST 105 Hazardous Materials/Emergency Responder 3 Sem Hrs

A comprehensive study of the physical, chemical, and toxicological characteristics of hazardous materials needed to safely and productively address emergency situations that can occur with these substances. (45-0) FE

FRENCH COURSES**FR 105 Conversational French—Introduction 2 Sem Hrs**

Designed to emphasize the acquisition of oral skills. Successful completion of FR105 and FR106 is considered equivalent to the successful completion of French One. (30-0) O

FST 107 Fire Protection Systems I 3 Sem Hrs
A comprehensive study of fire protection systems in buildings. Include design, blueprints, inspection and maintenance of automatic sprinkler systems, standpipe systems, special automatic extinguishing systems, smoke control systems, automatic and manual fire alarm systems, rated fire assemblies and other protection found in structures that help retard the propagation of fire. (45-0) 0 FE

FST 111 Fire Fighter IA 6 Sem Hrs
FST 111 and FST 112 must be taken together. Prepares a participant to test for MFFTC certification as Fire Fighter I based on the Michigan Fire Fighters Training Council IFSTA curriculum. Contains an in-depth menu of information and exercises that meet the National Fire Protection Association (NFPA) 1001 standard. (90-0)

FST 112 Fire Fighter IB 6 Sem Hrs
FST 111 and FST 112 must be taken together. Continues to investigate the Michigan Fire Fighters Training Council IFSTA curriculum and prepares a participant to test for MFFTC certification as Fire Fighter I. Contains an in-depth menu of information and exercises that meet the National Fire Protection Association (NFPA) 1001 standard. (90-0)

FST 114 Firefighter Safety and Survival .8 Sem Hr
Increases awareness of seriousness of firefighter injury/death problem; identifies firefighter responsibility for reducing injuries and deaths, and provides information to improve safety considerations through all aspects of a company officer's job. (12-0)

FST 115 Managing Company Tactical Operations: Preparing (MCTO:P) .8 Sem Hr
Provides basic foundation for management of one or more companies operating at a structural fire emergency. Focuses on basic concepts: Roles and Responsibility, Readiness, Communication, Building Construction. Fire Behavior and Pre-incident Preparation. (12-0)

FST 116 Building Construction Principles .8 Sem Hr
Improves student's ability to assess building stability and resistance to fire through an understanding of principles in construction type, alterations, design, and materials that influence a building's reaction to fire. (12-0)

FST 117 Managing Company Tactical Operations: Decision Making (MCTO:D) .8 Sem Hr
Prerequisite: FST 115. Prepares Fire Officers and Crew Leaders for appropriate response, decision making and tactical operations of one or more companies in structural fire fighting. (12-0)

FST 118 Records and Reports .4 Sem Hr
Introduces various records and reports the fire officer will encounter: describes and demonstrates selected standard procedures in compiling information and exposes student to methods of writing and presenting reports. (6-0)

FST 120 Fire Service Educational Methodology 1 Sem Hr
Develops skill in preparing instructional objectives, designing effective lesson plans, developing evaluation instruments, and creating state-of-the-art media. (15-0)

FST 133 Computer Aided Management Emergency Operations 3 Sem Hrs
Emphasizes the use of Computer Aided Management of Emergency Operations (CAMEO), Areal Locations Of Hazardous Atmosphere (ALOHA), and Mapping Applications for Response and Planning of Local Operational tasks (MARPLOT) software. Provides a tool to response teams and first responders to manage emergency planning and response and regulatory compliance of hazardous material incidents. (45-0)

FST 200 Fire Officer II 3 Sem Hrs
Examines the critical elements of pre-incident preparation, situation assessment, and decision making for structural firefighting and rescue operations. Includes building construction, fire investigations, fire inspections, and supervision policies. (45-0)

FST 202 Company Management 3 Sem Hrs
Prerequisite: FST 102 or FST 112. A comprehensive study of managing a fire company. Based on an understanding of principles of organization, organizational structures, communications, and group dynamics. Includes planning, organizing, implementing, evaluating, goal-setting, problem solving, and career counseling. (45-0) WE

FST 203 Fireground Management 3 Sem Hrs
Prerequisite: FST 102 or FST 112. A comprehensive study of the roles of the Fireground commander including positioning the command post, equipment, and personnel on the scene, strategies for staging and sectoring operations along with command procedures and maintaining communications on the Fireground. (45-0) WE (Every other year)

FST 204 Fire Service Instructional Methodology 3 Sem Hrs
The student will have an opportunity to learn how to effectively organize and teach a lesson or course following the criteria in NFPA's Fire Service Instructional Professional Qualifications Level I (1976). (45-0) SE (Every other year)

FST 205 Hazardous Materials/Emergency Operations 3 Sem Hrs
Prerequisite: FST 105. A comprehensive study of chemical transportation containers, emergency response equipment, and emergency response procedures needed to safely and productively address emergency situations that can occur with hazardous materials. (45-0) O

FST 206 Confined Space Management & Rescue 4 Sem Hrs
Provides participants with the knowledge and skills to minimize or eliminate hazards associated with entry into a permit requires confined space. Focuses on OSHA 29 CFR 1910.146 and Michigan Department of Commerce and Industrial Services 325.3001 standards regulation the roles of entry supervisor, entrant, attendant and rescuer. Includes non-permit confined spaces hazards and entry conditions. Includes a hands-on entry and rescue simulation workshop. (45-15)

FST 207 Fire Protection Systems II 3 Sem Hrs
Prerequisite: FST 107. A comprehensive study of fire protection system in buildings. Includes design standards, conducting plan review, inspection, testing and maintenance of fire alarms, automatic detection devices, manual devices, automatic sprinklers, foam-water, water spray, standpipe, water supply and automatic chemical agent systems. (45-0)

FST 211 Fire Fighter II 4 Sem Hrs
Prerequisite: FST111 & FST 112. Prepares a participant to test for MFFTC certification as Fire Fighter II based on the Michigan Fire Fighters Training Council IFSTA curriculum. Contains an advanced in-depth menu of information and exercises that meet the National Fire Protection Association (NFPA) 1001 standard. (60-0)

FST 213 Managing Company Tactical Operations: Tactics (MCTO:T) .8 Sem Hr
Prerequisite: FST 117, Examines rescue and ventilation, confinement and extinguishment, water supply, exposures and defensive operations, and salvage, overhaul, and support. Concludes with a major fire simulation activity. (12-0)

FST 214 Arson Detection for the First Responder .8 Sem Hr
Provides clear definition of the role of initial responder organizations, and essential knowledge to enable them to recognize the potential of an intentionally set fire, preserve evidence, and properly report the information to appropriate officials. (12-0)

FST 215 Introduction to Fire Inspection Principles and Practices. (IFIPP) 2 Sem Hr
Advances professional development of fire service personnel in conducting fire prevention inspections and the rapid changes in the field of fire prevention technology. Includes code enforcement, inspection techniques, common and special hazards, behavior of fire, building construction, fire protection systems and life safety features. (30-0)

**FST 216 Building Construction
Non-Combustible/Fire Resistive .8 Sem Hr**

Improves ability of students to assess building stability and resistance to fire while improving operational effectiveness. Includes structural material, principles of fire growth, smoke movement and special problems. (12-0)

FST 217 Fire Service Supervision: Personal Effectiveness .8 Sem Hr

Presents current research on management, leadership, stress, and time management and shows how to adapt information presented to personal specific management context. (12-0)

FST 218 Fire Service Supervision: Team Effectiveness .8 Sem Hr

Demonstrates how communication, motivation, counseling, and the principles of conflicts resolution and group dynamics may be used to promote efficient group functioning and member satisfaction. (12-0)

FST 224 Fire Investigation 3 Sem Hrs

An in-depth basic course which defines successful methods for conducting fire investigations. Specific topics include basic chemistry of fire, point of origin and fire cause, both accidental and incendiary, motivation of the fire setter, fire scene investigation, evidence collection, photography, follow-up investigation and court presentation. (45-0) WE

FST 230 Fire Safety Education 3 Sem Hrs

A comprehensive study of national state and local fire safety education program strategies. Implementation of the five step planning process at the local level. Development of skills necessary to organize, plan and use sound management of financial, material, and human resources to reach designated goals and objectives, to address the demonstrated fire safety education needs of the local community. (45-0) SE (Every other year)

FST 231 Fire Service Law 3 Sem Hrs

Basic introduction to the legal considerations that can affect the professional lives of members of the fire service, fire service-related occupations, and those who aspire to careers in the fire service. (45-0) SE (Every other year)

FST 240 Internship in Fire Science 2 Sem Hrs

Prerequisite: Minimum 15 credits in Fire Science courses and faculty permission. Provides the opportunity to observe and practice technical applications in the field. (0-100)

FST 290-299 Special Projects in Fire Science Technology O

FST 300 Fire Officer III 3 Sem Hrs

Provides basic leadership skills for personal, company and supervisory success. Includes health and safety risk management, program implementation, and incident management system. (45-0)

FST 301 Incident Command System 1 Sem Hr

Focuses on the fire officer's and manager's responsibilities to use, deploy, implement, and/or function within a department Incident Command System. (15-0))

FST 302 Leadership I Strategies for Company Success 1 Sem Hr

Presents the student with the basic leadership skills and tools needed to perform effectively in the fire service environment. Includes techniques and approaches to problem solving ways to identify and assess the needs of the company officer's subordinates, methods for running meetings effectively, and decision-making skills. (15-0)

FST 303 Leadership II Strategies for Personal Success 1 Sem Hr

Provides the student with the basic leadership skills and tools needed to perform effectively in the fire service environment. Includes ethics, use and abuse of power, creativity, and management of the multiple roles of a leader. (15-0)

FST 304 Leadership III Strategies for Supervisory Success 1 Sem Hr

Provides the student with the various leadership skills and tools to perform effectively in the fire service environment. Includes delegation to subordinates, assessment of personal leadership styles through situational leadership, discipline, coaching and motivating techniques. (15-0)

FST 305 Firefighter Health and Safety: Program Implementation & Management 1 Sem Hr

Focuses on the problem of firefighter health and safety, and the design and implementation of a departmental safety program. Includes command issues, policies, and programs addressing health and safety in emergency situations. (15-0)

FST 306 Shaping the Future 1 Sem Hr

Focuses on the skills and techniques that a mid-level manager needs to provide leadership and direction in the fire service. Includes discussions on the use of environmental scanning as a tool, the concepts of paradigm shifts, and methods to reframe problems accurately. (15-0)

FST 307 Incident Safety Officer 1 Sem Hr

Focuses on the increasing awareness to a wide variety of emergency situations. Teaches what a safety officer at an incident needs to know using scenarios to convey instructional points. (15-0)

FST 308 Health and Safety Officer 1 Sem Hr

Examines the role of the Health and Safety Officer in policy and procedure issues that effect the health and safety of emergency responders; emphasizes risk analysis, wellness, program management, and other occupational safety issues. (15-0)

FST 332 Advanced Fire Administration 3 Sem Hrs

Examines the organization and management of the fire service. Discusses new technologies, deployment of resources available, personnel and equipment costs, municipal fire protection planning, statistics and reporting systems, training and finances. (45-0)

FST 334 Fire Prevention Organization & Management 4 Sem Hrs

Presents an overview of history, philosophy, techniques, procedures, programs of private and public agencies involved with fire prevention, organization and administration of code enforcement, licenses, permits, zoning, inspections, investigations, education and analysis of statistics. Includes off site field trips. (45-15)

FST 338 Contemporary Issues In The Fire Service 3 Sem Hrs

Examines issues having impact on the fire service to include past, present and future concerns and trends. Discusses current political, policies, practices, deployment and events within the fire service and related professions and technologies. (45-0)

FST 290-299 Special Projects in Fire Science Technology O

GRAPHICS ARTS TECHNOLOGY COURSES

GAT 100 Introduction to Graphic Arts 3 Sem Hrs

Provides overview of methods used in Printing, from pre-press through distribution of the finished product, as well as the wide variety of career possibilities. (45-0)

GAT 113 Pre-Production Graphic/Film Assembly 6 Sem Hrs

Prerequisite: GAT 100. Teaches use of process camera, darkroom procedures. Single-and four-color image assembly, proofing and quality control procedures. Credit may be earned in GAT 113 or in GAT 110 and 112, but not both. (90-0)

GAT 222 Graphic Design - Pagemaker 3 Sem Hrs
Prerequisite: GAT 110 or OSE 170 or GAT 112 or concurrently. Advances student from creating pages conventionally on a light table into computer-generated page make-up. Begins with MacIntosh basics, concentrates on building skills using Aldus PageMaker, and ends with an introduction to QuarkXPress software. Credit may be earned in GAT 222 or ART 273 but not both. (45-0)

GAT 224 QuarkXPress I 3 Sem Hrs
Prerequisite: GAT 222 or Art 273. Advances students from creating computer-generated pages in Pagemaker to QuarkXPress. Introduces the major differences between the two, highlights QuarkXPress, and how it relates to the printing industry today. Continues to build high-level skills using QuarkXPress' QuarkEd training guides. Credit may be earned in GAT 224 or in ART 276 but not in both. (45-0)

GAT 226 Illustrator 3 Sem Hrs
Prerequisite: GAT 224 or ART 276. Presents the use of Illustrator software including design and technical aspects, and the relationship to other graphic applications in the printing industry. Credit may be earned in GAT 226 or in ART 277 but not in both. (45-0)

GAT 230 Computer Graphics 3 Sem Hrs
Prerequisites: GAT 226 or ART 271. Builds on previous Macintosh computer software and application skills to solve specific design problems. Uses combinations of several application software programs (drawing, painting, three-dimension) to achieve multiple effects with type and images on/for the printed page. Credit may be earned in GAT 230 or in ART 275 but not in both. (45-0)

GAT 231 Electronic Pre-Press 3 Sem Hrs
Prerequisites: GAT 230 or ART 275. Covers all aspects of preparing computer design work for the printer from start to finish. Credit may be earned in GAT 231 or in ART 278 but not in both. (45-0)

GAT 240 Offset Press Fundamentals I 3 Sem Hrs
Prerequisite: GAT 110. Provides students basic working knowledge of the small offset press: safety features, offset press configuration, plate making, inks, and press work. (22.5-22.5)

GAT 242 Sheet Fed Offset Press Fundamentals II 3 Sem Hrs
Prerequisite: GAT 240. Presents additional study and hands-on application of sheet-fed offset press work. (45-0)

GAT 290-299 Special Projects in Graphic Arts Technology O

GENERAL BUSINESS COURSES

GB 110 Business Mathematics 3 Sem Hrs
Prerequisite: MTH 100 if mathematics placement test score unsatisfactory. Covers principles necessary for an understanding of math of the business world. Includes various methods of computing interest and bank discounts; installment buying; F.I.C.A. Federal Income Taxes and other payroll deductions; markup, cost and selling prices; various wage payment systems; sales and property taxes; insurance; measures of central tendency; and an introduction to the metric system. (45-0)

GB 131 Small Business Management I 3 Sem Hrs
Overview of small business, what is necessary to start a small business, including: small business in free enterprise, the entrepreneur, opportunities and trends, business plan, legal aspects, location, financing, organizational planning and marketing. Helpful to those who are currently operating a small business. Case studies will be used throughout the course. (45-0)

GB 132 Small Business Management II 3 Sem Hrs
Strengthens the entrepreneurial and management skills of those who are already in (or who may enter) business for themselves. Small business case studies are used extensively. (45-0) W

GB 143 Principles of Advertising 3 Sem Hrs
Provides a broad view of advertising from the marketing and consumer point of view. Historical background, economic and social aspects, roles of advertising, advertising stages, target marketing, media, using selected behavioral science information in advertising, and obtaining proper advertising appeal are included. (45-0)

GB 145 Principles of Sales 3 Sem Hrs
Emphasizes the marketing concept and the importance of personal selling for those engaged in the marketing of products, services or ideas. Includes an analysis of the steps in a sales proposal. Classroom presentations by students required. (45-0)

GB 153 Introduction to Business 3 Sem Hrs
Clarifies the role of business in modern society both domestic and international. Includes an overview of the American business environment, forms of business ownership, obtaining and managing financial resources, management of organizations and human resources, and current issues in the free enterprise system. (45-0)

GB 158 Public Relations 3 Sem Hrs
Covers the basic principles of the role of public relations in society, public relations principles and their application, procedures for planning and implementing public relations campaigns, plus the identification of "publics" and the strategies for influencing them. (45-0) O

GB 191 Quality Teamwork 1 Sem Hr
Builds the student's ability to respond to the needs of groups as a team member and a team leader. Studies team structures, roles of team members, and tools used in facilitating teams that contribute to organizational quality. Provides opportunities to model effective team operations. Credit may be earned in either QA 191 or GB 191 but not in both. (15-0) O

GB 203 Business Ethics 3 Sem Hrs
A study of basic ethical concepts such as dignity, privacy, manipulation and rights and serves as a foundation for analysis of ethical conflict situations arising specifically in a business environment. Designed to reinforce the ability to make cogent, well-reasoned decisions in the context of ethical dilemmas surrounding such topics as advertising, consumer rights, employee motivation, loyalty, whistle blowing, and the environment. Credit may be earned in GB 203 or PHL 203 but not in both. (45-0) O

GB 204 American Business History 2 Sem Hrs
Covers the period from early colonial to modern times. Emphasis will be placed upon the religious, social, political and economic forces that have shaped the unique character of American business. Major focus will be upon late nineteenth century and modern times with emphasis on industrial growth, business consolidation, the anti-trust movement and the effects of the Depression and New Deal on business. This course may also be taken as HIS 204. Students receiving credit in this course cannot receive credit of GB 205, HIS 204 or 205. (30-0) W

GB 205 American Business History 3 Sem Hrs
Covers the period from early colonial to modern times. Emphasis will be placed upon the religious, social, political, and economic forces that have shaped the unique character of American business. Major focus will be upon late nineteenth century and modern times with emphasis on industrial growth, business consolidation, and anti-trust movement, and the effects of the Depression and New Deal on business. The students will be required to complete a major paper or project. This course may also be taken as HIS 205. Students receiving credit in this course cannot receive credit for GB 204 or HIS 204 or 205. (45-0) W

GB 243 Principles of Marketing 3 Sem Hrs
Prerequisite: GB 153. Provides an understanding and interpretation of the marketing system and its importance in the economy and the place of the marketing function in business management. The marketing framework is established and a basic understanding of the psychological, environmental and managerial functions and processes that are employed in contemporary marketing are presented. (45-0)

GB 245 Principles of Management 3 Sem Hrs
Prerequisite: GB 153 or permission of the instructor. Theories of management practices will be discussed and fundamentals of administrative, executive, and staff management explained. Emphasis is placed on discussion of the management functions of planning, organizing, directing, controlling, as well as preparation of information required for decision making. The analysis of management problems and the synthesis of solutions will be covered. (45-0) A

GB 246 Supervision 3 Sem Hrs
A review of the main management concepts, and a discussion of what a supervisor is and does. Emphasis placed on what makes an effective, efficient supervisor; techniques used by supervisors in problem solving will also be discussed. Leadership, time management, hiring, evaluation, discipline, and health and safety will be presented. Role plays will be utilized. (45-0) O

GB 247 Principles of Retailing 3 Sem Hrs
Prerequisite: GB 153 or permission of the instructor. Store location, organization structure, and retail personnel management are discussed in detail. Merchandising policies and budgets, and buying and pricing merchandise are presented. Retail advertising, personal selling, customer services, and loss prevention are also presented in some detail. The scope of the retailing industry, requirement of retail management as well as careers in retailing are discussed in the course. (45-0) FW

GB 248 Principles of Buying for Resale 3 Sem Hrs
Prerequisite: GB 247 or permission of instructor. The buying function in retailing and wholesaling will be explored in depth. The principles of foreign and domestic vendor location and the legality and ethics in the buyer-vendor relationship are covered. The factors determining merchandise selection, including consumer analysis, building model stocks, and estimating sales potential will be studied. Merchandising expense control factors, manual and computer inventory control systems, as they relate to buying, will be studied. (45-0) EO

GB 251 Business Law I 3 Sem Hrs
This course provides a comprehensive study of both state and federal court systems, and the relationships of the participants in a lawsuit, including judges, juries, litigants, witnesses and attorneys. Particular areas of business law that are studied in the context noted above include tort law, contract law, agency law, and the law of personal property and bailments. (45-0)

GB 252 Business Law II 3 Sem Hrs
Prerequisite: GB 251 or permission of instructor. This course provides a continued study of court systems, with emphasis in specialized areas of business law including sales law, commercial paper law, secured transactions and bankruptcy law, real property law and corporation law. The Uniform Commercial Code and recent consumer protection legislation are stressed. (45-0)

GB 253 Applied Marketing Strategies 3 Sem Hrs
Prerequisite: GB 243 or permission of instructor. Students make strategic marketing decisions, using cases from manufacturing, service and retail industries. Topics include: situation analysis, segmentation, positioning, market research and information systems, international marketing, and product, price, distribution and promotion strategies. Students will be introduced to the development and implementation of the marketing plan and budget. (45-0) WE

GB 256 Human Resources Management I 3 Sem Hrs
Prerequisite: GB 153 or permission of instructor. Development of human resources management; the environment in which human resources management must operate; contemporary legal guidelines; human resource planning and recruitment; developing effectiveness in human resources through training, development, and appraisal; and creating a productive work environment through motivation, communication, leading and directing. (45-0)

GB 257 Human Resources Management II 3 Sem Hrs
Prerequisite: GB 256 or permission of instructor. The fostering of employee-management relationships; dynamics of labor relations; collective bargaining; disciplinary action; compensation management; incentive compensation; employee benefits; safety and health; auditing the Human Resources Management program; and international Human Resources Management will be covered. (45-0) O

GB 265 International Business 3 Sem Hrs
Prerequisite: GB 153 or permission of instructor. An examination of the three environments within which the typical business person must function in a global economy: domestic, foreign and international. The international organizations (i.e., GATT, IMF, OPEC, EC and the UN) and the international monetary system will be covered. Physical, socio-cultural, political, legal, labor and financial forces in global markets will be analyzed. Case studies will be used to emphasize management decision making in marketing, production, financing and staffing in worldwide companies. (45-0) W

GB 268 International Studies in Business 1-4 Sem Hrs
An analysis of foreign business including its: service industries; approaches to marketing and advertising; facilities for mass transportation; impacts of trading unions such as the European Economic Community and other elements of foreign and international trade. Includes field study, classroom lectures, and individual consultation with the faculty sponsor. Expenses for field study must be paid by the student. By prior arrangement with appropriate faculty, students may also take International Studies in the following disciplines: GEO 268, ECN 268, SOC 268. (60-0) O

GB 274 Computer Aided Decisions 2 Sem Hrs
Prerequisites: CST 133 or CIS 133 and GB 243 or GB 245. Practices the strategic decision making process in management/marketing within an interactive business simulation class using the IBM or compatible microcomputer. Explores the use of microcomputer application software in the area of decision support. Topics include modeling, simulation, query, languages, spreadsheets, and expert systems. Presents strategic decision situations to illustrate techniques utilized for unstructured decision making in the business environment. (30-0)

GB 290-299 Projects in General Business O

GERMAN COURSES

GE 111 German One 4 Sem Hrs
Acquisition of proper pronunciation, basic grammatical structures and vocabulary of modern spoken and written German by means of oral practice, reading or simple texts, and written exercises. (60-0) FW

GE 112 German Two 4 Sem Hrs
Prerequisite: GE 111 or one year of high school German. A continuation of GE 111. (60-0) O

GE 290-299 Special Projects in German O

GEOGRAPHY COURSES

GEO 103 Introduction to Meteorology 3 Sem Hrs
Provides study of the fundamentals of weather including underlying physical processes of the atmosphere, air masses and general circulation. Develops weather map understanding and analysis, forecasting, and weather measurement and instrumentation. (45-0)

GEO 105 Human Geography 4 Sem Hrs
Study focuses on the aspect of geography concerned with "man's" utilization of an impact upon the natural environment. Included are population distribution and growth, settlement forms, utilization and conservation of natural resources, the impact of technology on human occupancy of the earth, man's role in modifying the earth's surface and the origin and spread of cultural elements. (60-0) O

GEO 111 Physical Geography 4 Sem Hrs
Study of the natural environment which is important to people and their activities; introduction to maps and physical features; earth-sun-moon relationships; earth materials, land forms; drainage; and major natural resources. Introduction to weather and climate, soils and vegetation — their character, causes, significance and distribution. (45-30)

GEO 113 World Cultural Geography 4 Sem Hrs
Essential geographic characteristics and concepts of selected cultural regions of the world. These regions will be compared and contrasted in terms of their present and potential development. Examples will be selected from both the western and non-western world. (60-0) FW

GEO 222 Geography of Asia 3 Sem Hrs
Regional geographic interpretation of the area as a continent. Study of relationships of physical, economic, social and political environment activity. (45-0) O

GEO 223 Geography of Europe 3 Sem Hrs
Similar to Geography 222 but applied to Europe. (45-0) O

GEO 226 Geography of United States and Canada 3 Sem Hrs
Similar to Geography 222 but applied to the United States and Canada. (45-0) O

GEO 255 Third World Development 4 Sem Hrs
An interdisciplinary description and analysis of processes and conditions which created and maintain the "Third World." Population, physical environment, historical, political, social and economic factors will be addressed. Current concepts and development theories will be explored and applied. Credit may be earned in GEO 265 or SOC 265 but not in both. (60-0) O

GEOGRAPHY COURSES 260-269

These courses usually involve classroom work on the Delta campus followed by a field trip ranging in length from three days to several weeks. Prior to registration, students must make field trip financial arrangements with the instructor.

GEO 260 Geography of the Pacific Islands 3 Sem Hrs
Prerequisite: Permission of the instructor. A regional geographic interpretation of the Pacific Islands emphasizing their physical, environmental and cultural patterns, and their economic development. Study will focus on three subregions: Polynesia, Melanesia and Micronesia. Field work in the Pacific Islands will be required. Students must pay own expenses. (45-0) S

GEO 261 Geography of Caves & Karst Topography 1 Sem Hr
Study focuses on the role of solution in forming caves and in landscape formation (karst topography). Formation of stalactites, stalagmites, flowstones and other crystal formations are also studied. Students are required to participate in weekend field trip to Mammoth Cave National Park, Kentucky. Students must pay own expenses. (15-0) O

GEO 262 The Geography of the Canadian Shield 1 Sem Hr
Focuses on the interrelationships between humans and the physical environment of this, the largest of the landform provinces of Canada. Major topics include the physical environment, natural resources, recreation, and settlement patterns. Required classroom work, travel and field research will help the students to develop their understanding of this wilderness area. Student must pay own expenses for field trip. (15-0) FS

GEO 263 The Geography of Appalachia 1 Sem Hr
Focuses on the economic, social and environmental impact of coal mining on the region of Appalachia. Topics include: shaft, strip and drift mining, reclamation of strip mined lands, the relationship between mine workers and the people of Appalachia, and preservation of threatened natural areas. A weekend field trip is required. Students must pay own expenses. (15-0) O

GEO 264 The Geography of the Western United States and Canada 4 Sem Hrs
Focuses on the physical, cultural, and historical geography of those regions west of the 100th meridian of longitude in the United States and Canada. Regions to be covered include the Great Plains, Rocky Mountains, the Colorado and Columbia Plateaus, the Basin and Range Province, and the Pacific Coast mountains and basins. Classroom work, plus required travel and field research will develop a first-hand understanding of these areas. Students must pay own expenses for field trip. (60-0) O

GEO 266 Geography of New England 4 Sem Hrs
Focuses on both the physical and historical geography of New England. Study areas include Cape Cod, the Boston area, the White Mountains, the Maine coastline and Acadia National Park. The students will study the development of the New England landscape through cultural sequencing, viewing the present as a mosaic of past landscapes. Artifact landscapes will be examined from the American Indian, Colonial Industrial Revolution, maturing economy, and modern eras. Field study, in addition to classroom work is required and must be paid for by the students. (60-0) O

GEO 267 Geography of Continental Glaciation 1 Sem Hr
Reviews the causes and consequences of continental glaciation. Topics include climatic change, past and present distribution of continental glaciers and landscape features formed by glaciation. The possibility of the world entering another "Ice Age", will also be discussed along with what social modifications might be necessary if this should happen. Field work in a glaciated area will be included. Students must pay own expenses. (15-0) O

GEO 268 International Studies in Geography 1-4 Sem Hrs
A geographic interpretation of selected world regions emphasizing their physical environments, cultural patterns and economic development. Includes class lectures, individual consultation and international field study. Expenses for the field study must be borne by the student. By prior arrangement with appropriate faculty, students may also take international studies in the following disciplines: SOC 268, ECN 268, GB 268. (60-0) O

GEO 269 Geography of Florida 3 Sem Hrs
Focuses on both the physical and cultural geography of Florida. Study areas include the Florida karst landscapes, the Everglades, barrier islands and coral reefs. Students will also investigate citrus and winter vegetable growing, livestock raising, phosphate mining, and the recreational-retirement industry. Various environmental impact problems will be discussed. Field study in addition to classroom work is required and must be paid for by the students. (45-0) O

GEO 272 Geography of Kentucky 1 Sem Hr
A regional geographic interpretation of the state of Kentucky, emphasizing its physical, cultural, economic, and historical patterns. Classroom work, travel and field research in Kentucky are required. The student must pay own expenses. (30-0)

GEO 274 Geography of West Virginia 2 Sem Hrs
A regional geographic interpretation of the state of West Virginia, emphasizing its physical, cultural, economic and historic patterns. Classroom work, travel and field research in West Virginia are required. Students must pay own expenses. (30-0)

GEO 275 Geography of the Pacific Northwest 3 Sem Hrs
A regional geographic interpretation of the states of Washington and Oregon, emphasizing their physical, cultural, economic and historical patterns. Classroom work, travel to the field research in the area are required. The student must pay own expenses. (45-0)

GEO 290-299 Special Projects in Geography O

GEOLOGY COURSES

GLG 102 Volcanoes and Earthquakes 1 Sem Hr
A study of the internal dynamics of the earth. Major topics will include: catastrophic events in historic times, products of vulcanism, volcanic rocks, vulcanism and geothermal energy, relationship to earthquakes and volcanoes to plate tectonics, interpretation of earthquake records, man-made earthquakes, earthquake prediction and control. (15-0) O

GLG 103 Life on Other Worlds??? 1 Sem Hr
An introduction to the origin of life on earth; the nature and characteristics of life, as we know it. An analysis of the chances for life occurring on other worlds in space such as Mars, Jupiter or other planets. A discussion of UFOs and their bearing on the possibility of intelligent life elsewhere in the Galaxy; our attempts to communicate with intelligent life other than ourselves. (15-0) O

GLG 111 Physical Geology 4 Sem Hrs
Study of the overall structure of the earth and the rocks which form the crust. An introduction to the processes of erosion and weathering caused by the work of natural agents such as water and ice. Discussion of Plate Tectonic Theory and implications. Laboratory study of common rocks, minerals and selected fossils. Field trips optional. (45-30)

GLG 112 Evolution of the Earth 4 Sem Hrs
Prerequisite: GLG 111. Study of the history of the Earth as recorded in rocks. Description of continental structural development in terms of plate tectonics using North America as the principal example. Origin and evolution of life. Laboratory work includes studies of invertebrate fossils and geologic map interpretation. Field trips optional. Formerly called Historical Geology. (45-30) W, odd numbered years only.

GLG 115 Introduction to Oceanography 4 Sem Hrs
Explores how the ocean stabilizes the Earth's surface environment. Includes global temperature distributions, El Nino events, ozone depletion, and global warming. Considers the origins and evolution of the ocean basins, currents, circulation patterns, and physical and chemical properties of seawater. Investigates the impact of humans on the marine environment, including shoreline changes, pollution effects, and extraction of natural resources. May include optional field trip to view shoreline features of the Great Lakes. (45-30)

GLG 117 Introduction to Dinosaurs 2 Sem Hrs
Introduces the study of dinosaurs, their history, development and extinction. Includes the topics of evolution and classification, physical and behavioral characteristics, and the controversy between hot-blooded and cold-blooded interpretations. Examines dinosaur extinction theories, including asteroid impacts and global volcanism, and reviews the famous dinosaur hunters and their heated competition for specimens, past and present. Optional field trip to view museum specimens. (30-0)

GLG 122 Geology of Michigan 3 Sem Hrs
An interpretation of the origin and characteristics of the principal geological features of Michigan through the application of basic geological principles. Includes some identification of rocks, minerals and fossils. Occasional field trips. (45-0) O

GLG 123 Geology of the Great Lakes Area 2 Sem Hrs
An interpretation of the principal geological features of the Great Lakes region through the application of basic geological principles. Includes some identification of rocks, minerals, and fossils. Field trip required. Students must pay own expenses. (30-0) SF

GLG 125 Geology of the National Parks 3 Sem Hrs
A study of the origin of geologic features of selected national parks. Includes an analysis of rocks, minerals, fossils, and physical landscapes as well as the geologic history of varied regions of the United States. Interpretation of topographic and geologic maps of selected areas. (45-0) O

GLG 130 Environmental Geology 4 Sem Hrs
Introduces geology as it relates to human activities, and is designed for both non-science majors and students interested in an environmental career. Emphasizes geologic hazards, including earthquakes, volcanic eruptions, flooding, mass movements, and pollution of water and soil resources. Examines waste disposal along with related topics in medical geology and environmental law. Optional field trip(s) to waste disposal sites and/or remediation sites. (45-30)

GLG 230 Introductory Field Methods in Hydrogeology 2 Sem Hrs
Prerequisite: Successful completion (grade of "C" or better) in GLG 111, or GLG 130, or BIO 110. Introduces the field techniques used in environmental site assessment, ground water monitoring, and ground water testing. Includes soil water sampling, ground water sampling, water quality testing, and water level recording. Explores topics of geophysical surveying, water well installation, piezometer installation and techniques to determine the direction of ground water flow. (15-45) S

GLG 262 Geology of the Canadian Shield 1 Sem Hr
Studies the geologic and geographic features of the Lake Superior region of Canada. Includes topics such as rock types, origin of landscape features, physical environments, natural resources, and relationships of humans with the environment. Weekend field trip required with students paying own expenses. (15-0) O

GLG 266 Geology of the Grand Canyon 2 Sem Hrs
Prerequisite: Permission of Instructor. A study of the origin and distribution of the geologic features of the Grand Canyon of Arizona. Major topics include rock types, origin of landscape features, geologic history of the Grand Canyon, and human impact of the environment. Field work in the Grand Canyon is required. Students must pay own expenses. (30-0) S

GLG 268 International Studies in Geology 4 Sem Hrs
A geologic interpretation of selected world regions. Emphasis on physical environments, natural geologic processes, and geologic history of the study area. Includes class lectures, individual consultation, and international field study. Expenses for the field study must be borne by the student. (60-0) O

GLG 290-299 Special Projects in Geology O

HISTORY COURSES

HIS 111 A Survey of Early Western Civilization 4 Sem Hrs
Political, social, economic and cultural history of Europe from prehistoric times through the 1500's. Particular attention given to characteristics of civilizations and their relevant contributions to the modern world. (60-0)

HIS 112 A Survey of Later Western Civilization 4 Sem Hrs
HIS 111 recommended. Political, social, economic, and cultural history of Europe from the 1600s to the present time. Particular attention is given to cultural and democratic movements and their influence on current history. (60-0)

HIS 113 History of Michigan 2 Sem Hrs
(Not open to students with credit in HIS 114.) An exploration of the history of Michigan from the time of the first known human inhabitants, through the periods of French and British settlement and U.S. acquisition. Major emphasis will be given to the study of Michigan history through the periods of territorial status, statehood and industrial growth. Special attention will be directed toward the Saginaw Valley and its relationship to a developing Michigan. (30-0) FW

HIS 114 History of Michigan/With Project 3 Sem Hrs
(Not open to students with credit in HIS 113.) An exploration of the history of Michigan from the time of the first known human inhabitants, through the periods of French and British settlement and U.S. acquisition. Major emphasis will be given to the study of Michigan history through the periods of territorial status, statehood and industrial growth. Special attention will be directed toward the Saginaw Valley and its relationship to a developing Michigan. The student will be required to complete a major paper or project. (45-0) FW

HIS 204 American Business History 2 Sem Hrs
Covers the period from early colonial to modern times. Emphasis will be placed upon the religious, social, political and economic forces that have shaped the unique character of American business. Major focus will be upon late nineteenth century and modern times with emphasis on industrial growth, business consolidation, the anti-trust movement and the effects of the Depression and New Deal on business. This course may also be taken as GB 204. Students receiving credit in this course cannot receive credit for HIS 205 or GB 204 or 205. (30-0) FW

HIS 205 American Business History/With Project 3 Sem Hrs
Covers the period from early colonial to modern times. Emphasis will be placed upon the religious, social, political and economic forces that have shaped the unique character of American business. Major focus will be upon late nineteenth century and modern times with emphasis on industrial growth, business consolidation, the anti-trust movement and the effects of the Depression and New Deal on business. The student will be required to complete a major paper or project. This course may also be taken as GB 205. Students receiving credit in this course cannot receive credit for HIS 204 or GB 204 or 205. (45-0) FW

HIS 214 Early African-American History Pre-European Africa to 1877 3 Sem Hrs
An examination of the transition of Africans to Afro-Americans, the Americanized institution of slavery, the development of the Afro-American community, and its impact on the culture and society of the new world. Also examines Afro-American resistance to slavery, free Afro-Americans, and the participation of the Afro-American community in the Civil War and Reconstruction. (45-0) O

HIS 215 Recent African-American History: 1850 3 Sem Hrs
Focus will be on the ideological, strategic and demographic changes and conflicts of Afro-Americans since emancipation, with special emphasis on legal and extra-legal terror and the many social movements (Bookerism, Garveyism, Pan-Africanism, and the 1960s). Also examines emerging Africa, new-racism, and the diversity within the current Afro-American community. (45-0) FW

HIS 217 Hispanics in the US 3 Sem Hrs
Surveys the social, cultural, economic and political history of Hispanic Americans (Spanish-speaking), which includes groups such as Mexican-Americans, Cuban-Americans and Puerto Rican-Americans, with emphasis on Mexican-Americans. Analyzes the present status of different Hispanic groups and the problems that minority groups encounter in American society. (45-0)

HIS 221 Early American History 3 Sem Hrs
An introductory course in American history from its immediate European background through the Civil War Era. Special emphasis is given to the growth of institutions and ideas. The political, economic, and social experiences of the young Republic, and their influence on contemporary American are also examined. (45-0)

HIS 222 Recent American History 3 Sem Hrs
A survey of modern America from the Gilded Age to the present with special emphasis on the formation of American character traits. Topics such as the frontier, abundance, growth of government and regulation, the Depressions, and the Cold War will be examined for their influence upon the development of the American individual. (45-0)

HIS 261 The Civil War Era 3 Sem Hrs
A survey of American Civil War era, from the origins of sectional conflict through reconstruction. While tracing the narrative development of major events, the course will examine the social, economic, political, and technological changes brought by the war, which made the Civil War the defining event in modern American history. (45-0)

HIS 268 International Studies in History 1-4 Sem Hrs
The student will do an in-depth historical study in one or more aspects of the history of the country other than the United States. Overseas study is an integral part of the course. Expenses for travel and overseas study must be borne by the student. (60-0) O

HIS 275 The Vietnam War 3 Sem Hrs
An interdisciplinary examination of the Vietnam War from its earliest beginnings as a colonial conflict to the withdrawal of American forces in 1975. The course seeks to integrate military, diplomatic and political factors in order to understand America's involvement. It also is an attempt to consider American decision-making in the broad context of the nation's global outlook and policies. Credit may be earned in HIS 275 or POL 275 but not in both. (45-0) O

HIS 290-299 Special Projects in History O

HEALTH SCIENCE COURSES

HSC 105 Medical Terminology 2 Sem Hrs
Designed to develop a basic understanding of the spelling, meaning and pronunciation of commonly used prefixes, suffixes, and root words, and their combining forms, used in all fields of allied health professions. (30-0)

HSC 140 Basic Medical Emergencies 2 Sem Hrs
Provides the background necessary to respond to basic emergency situations in the clinical setting. Includes respiratory, cardiac, neurological, and diabetic emergencies. Cardiopulmonary resuscitation certification requirements must be met for successful completion of course. (30-0)

HSC 205 Legal Aspects of the Health Care System 2 Sem Hrs
An overview of state legislation affecting various aspects of the health care system, including study of common legal problems, etc., such as dispensing of medication and privacy of medical records. Designed primarily for health care professionals. (30-0) W

HSC 290-299 Special Projects in Health Science O

HSC 310 Basics of Managed Care 3 Sem Hrs
Provides overview of managed health care industry. Discusses the origins, mechanics and effects of managed care to the patient, provider and consumer. (45-0)

HUMAN SERVICES COURSES

HSR 101 Human Services I 2 Sem Hrs

Presents an overview of the basic programs and social institutions which provide human services, as well as an introduction to basic skills needed by human services workers. (30-0) O

HSR 102 Human Services II 2 Sem Hrs

Prerequisite: HSR 101. Presents and provides opportunities to demonstrate applications of methods and problem solving techniques used by human services workers in a variety of settings. (30-0) O

HSR 290-299 Special Projects in Human Services O

INTERIOR DESIGN COURSES

ID 100 Introduction to Interior Design 3 Sem Hrs

This course will cover the aims, principles, and means of design. Light and color will be thoroughly explored including color theory and color planning. Home planning will be analyzed in relation to activities, space and equipment. Enrichment of space through the use of accessories, plants, paintings, prints, and sculpture will be studied. The student will also be introduced to lighting, heating, ventilation, and acoustics. (45-0) FW

ID 170 Design Elements 4 Sem Hrs

Prerequisite: ID 100, GB 110, and permission of instructor. Appropriate treatment and materials for windows, walls and floor coverings will be studied. Emphasis will be placed on current treatment trends and the process of measuring and translating measurement accurately into material needs and cost estimates. Field trips, guest speakers and practical experiences will be emphasized. (60-0) F

ID 200 Spatial Analysis and Presentation 3 Sem Hrs

Prerequisite: ARC 105 and ID 100. (Recommended that ID 200 and ID 210 be taken concurrently). Emphasis will be placed on the analyzation of spatial arrangement and the relationship it has to adjacent space and accepted standards. CAD and basic drawing methods will be utilized and standard building blueprints will be studied. Students will conduct presentations of floor plan arrangements, interior elevations, and interior perspectives. Familiarization with micro computers required or permission of instructor. Credit may be earned in ID 200 or ARC 200 but not in both. (45-0) W

ID 210 Furniture 3 Sem Hrs

(Recommended that ID 200 and ID 210 be taken concurrently). A study of furniture as an essential element in interior design. Major furniture styles will be covered from a historical perspective with applications to present uses. The manufacture of both case and upholstered goods for the purpose of learning construction details, order, placement and delivery cycle, and the cost to quality relationship will be included. (45-0) EW

ID 230 Applied Interior Design 3 Sem Hrs

Prerequisite: ID 210. Designed so the student will learn how to deal effectively with special problem areas in interior decoration. The student will learn how to work with clients, how to interview and determine needs and wants and translate the information into practical decorating solutions, including shopping for appropriate floor and wall coverings, furniture, window treatment and accessories. The student will work with an actual client family, be given an established budget, prepare and give appropriate oral and visual presentations to the client. (45-0) W

ID 240 Commercial Interior Design 2 Sem Hrs

Prerequisite: ID 200 and permission of instructor. A study of materials used, equipment necessary, and furniture available in the field of contract/commercial design. Legal requirements for commercial, institutional and other public spaces will be discussed. Student presentation will be emphasized. (30-0) F

ID 241 Contract/Commercial Design II 2 Sem Hrs

Prerequisite: ID 240 and permission of instructor. The application of contract/commercial elements utilizing actual space project examples. Contract design within legal boundaries will be stressed. Project examples will include commercial offices, institutional work sites and other public environments. Student presentations will be emphasized. (30-0) F

ID 245 Design Trends 2 Sem Hrs

Prerequisites: ID 241, ID 230 or concurrently. Study of current trends in furniture, accessories, textiles, and lighting. Student presentation, guest speakers and field trips will be emphasized. This is a "capstone" course recommended to be taken concurrently with ID 230. (30-0) W

ID 250 Seminar in Interior Design 2 Sem Hrs

Prerequisite: ID 100 or permission of instructor. Students will study the New York interior design market. Displays, styles of furniture, and current period representations will be studied at the manufacturer showrooms. Tour of designers' studios and discussion with area designers, lamp and accessories, museums, school, textiles company, carpeting firms and other places of interest will be included. Normally, the class will spend one week in New York at the beginning of spring semester. Students pay tuition plus all expenses. (30-0) S

ID 251 Merchandise Mart Experience 1 Sem Hr

Prerequisite: ID 100 or permission of instructor. Primarily for majors in the Interior Design curriculum. Students will study the Chicago Merchandise Mart and area resources available to interior designers. Opportunity to visit manufacturing plants, showrooms, area designers, retail operations, museums and other places of interest will be arranged. Normally the class will spend three days in the market. Students pay tuition plus all their expenses. (15-0) F

ID 290-299 Special Projects in Interior Design O

INTERDISCIPLINARY HUMANITIES COURSES

IHU 101 Humanities Through the Arts 3 Sem Hrs

A survey of the human condition as seen through film, dramas, music, literature, painting, sculpture, and architecture with an emphasis on the history, techniques, meaning, and evaluation of individual works of western art. (45-0)

IHU 161 Projects in Cross-Cultural Learning 1 Sem Hr

Assign student volunteers to either community agencies providing cross-cultural experiences or to an international work experience. Supportive seminars will provide both structure and background knowledge of the particular country involved. (A minimum of 30 hours volunteer placement is required.) Credit may be earned in IHU 161 or SOC 161, but not both. (15-30) O

IHU 162 Projects in Cross-Cultural Learning 2 Sem Hrs

Assign student volunteers to either community agencies providing cross-cultural experiences or to an international work experience. Supportive seminars will provide both structure and background knowledge of the particular country involved. (A minimum of 60 hours volunteer placement is required.) Credit may be earned in IHU 162 or SOC 162, but not both. (15-60) O

IHU 201H Honors Colloquy 3 Sem Hrs
Prerequisite: Approval by Honors Program Director. Required of all Honors students. Explores the elements of critical and creative thinking. Emphasizes relationships among thinking, writing, and productive interaction with others, as well as the interdisciplinary nature of truth and knowledge. Includes project and/or research writing at instructor's discretion. Credit may be earned in LIT 201H or IHU 201H but not both. (45-0)

IHU 216 Producing a Student Publication 4 Sem Hrs
Prerequisite: ENG 111. Provides a guided opportunity to learn about publishing by compiling, selecting, editing, and designing an annual publication of student writing, photography, and artwork. Focuses on hands-on experience in critical reading, writing, and thinking; editing; layout; production details; marketing; design; and distribution. (60-0) W

IHU 282H Seminar in Social Issues 3 Sem Hrs
Prerequisite: Honors program participant or permission of instructor. An integrated study involving exploration and development of critical thinking, analysis and problem-solving skills with an interdisciplinary approach focusing on a selected social issue. (45-0) W

IHU 290-299 Special Projects in Interdisciplinary Humanities O

INDUSTRIAL SUPERVISION COURSES

IS 104 Construction Foreman Training 3 Sem Hrs
Course developed by construction people for construction people who wish to acquire foreman training skills. Covers job supervisor's role as the person in the middle and relates the concepts of leadership, motivation, problem solving, communication, training, safety, materials handling and evaluation to foreman tasks. (45-0) O

IS 110 Industrial Supervision 3 Sem Hrs
Designed to give the student a general understanding of the following areas: Introduction to management; organization structures; product development; plant location and equipment; cost controls, material and production controls; personnel administration and management. (45-0) FE

IS 118 Industrial Safety 2 Sem Hrs
Safety fundamentals as related to the economics of accident prevention, analysis of accident causes, mechanical safeguards, fire prevention, plant housekeeping, occupational diseases, first aid, safety organization, protective equipment, and the promotion of safe practices. (30-0) FE WD

IS 120 Supervisor/Employee Relations 3 Sem Hrs
Prerequisite: IS 110. Course designed to help the supervisor solve day-to-day people problems. Presents techniques for communication and decision-making which are based on work experience and scientific research. (45-0) FE

IS 240 Production Planning & Control 4 Sem Hrs
Prerequisites: MFG 111, MT 110 or MTH 100 or equivalent. Pre-production planning of the most economical methods, machines, operations, and material for the manufacture of a product. The planning, scheduling, routing, and detailed procedure of production control. (60-0) O

IS 290-299 Special Projects in Industrial Supervision O

LEGAL SUPPORT STUDIES COURSES

LAS 110 Roles & Responsibilities 2 Sem Hrs
Provides an overview of the various roles, responsibilities, and problems found in the Legal Assistant profession, and the legal ethics, legal terminology, and basic skills needed. Introduces legal forms and procedures, as well as computer skills and computer programs. Addresses preparation for the CLA Examination, the importance of communication skills, keeping track of deadlines, calendars, and mailing procedures. (30-0) F

LAS 115 Principles of Substantive Law 3 Sem Hrs
Prerequisite: LAS 110 or concurrently. A general introduction to the dynamics of the law and legal process, including the origin and development of the law, types of law and the judicial system. Examination of substantive legal subjects including contracts, torts, property, criminal and business related subjects. Emphasis on recognition of legal issues and the understanding of legal terminology. (45-0) FE

LAS 120 Legal Research & Writing I 3 Sem Hrs
Prerequisite: LAS 110, LAS 115 and ENG 111 or OSE 151. Legal research techniques to familiarize students with the most frequently used reference materials. Includes basic legal reasoning and writing skills for logical, organized problem solving. (45-0) WE

LAS 125 Civil Litigation I 2 Sem Hrs
Prerequisite: LAS 115. The various stages of evaluating and preparing a civil matter for litigation, using Michigan rules of civil procedures and evidence will be presented. An efficient and systematic way of handling fact investigation, drafting pleadings, discovery and file control will be studied. (30-0) WE

LAS 130 Legal Research & Writing II 3 Sem Hrs
Prerequisite: LAS 120 with minimum grade of C (2.0). Specialized legal research techniques, trial and appellate briefs and state and federal law. Basic legal reasoning and writing skills for logical, organized problem solving. Independent research in a law library may be necessary. (45-0) SPE

LAS 135 Civil Litigation II 2 Sem Hrs
Prerequisite: LAS 125. Pretrial stages of a lawsuit with emphasis upon trial preparation including motions in limine, witness preparation and jury voir dire, concluding with trial and post-trial motions and the appeal process. (30-0) WE

LAS 150 Real Estate Law 2 Sem Hrs
Prerequisite: Enrollment in either the Legal Assistant Studies program, the Real Estate program, or permission of instructor. Introduces the principles of real estate law. Familiarization with the process and procedures involved in the buying and selling of real estate, mortgage loans and leasing, in addition to preparing or evaluating surveys and legal descriptions, deeds of conveyance, title search reports, agreements, closing and leases. (30-0) W

LAS 201 Computer Assisted Legal Research 1 Sem Hr
Prerequisites: LAS 130 or GB 252 and OSE 170 or permission of instructor. Develops familiarity with the use of commercially available legal databases, including development of search queries. (Outside lab assignments may be required). (15-0) W

LAS 210 Estate and Trust Administration 2 Sem Hrs
Prerequisite: Students in Legal Assistant Studies program or permission of instructor. An in-depth study of the administration of a decedent's estate from initial conference through the closing of an estate and the distribution of assets with emphasis on preparation of proper probate documentation, preparation of proper tax returns including federal estate tax returns and fiduciary returns, and explanation of Michigan inheritance tax. (30-0) FE

LAS 220 Environmental Law 2 Sem Hrs
Prerequisite: Students in Legal Assistant Studies program or permission of instructor. A survey of issues pertaining to environmental law. Emphasis on the process of integrating environmental policies into the social system, implementing environmental policies through the legal system, and accommodating environmental values with economic realities, traditional property rights, and national energy policy. (30-0) WE

LAS 235 Criminal Law and Procedure 3 Sem Hrs
Prerequisite: Students in Legal Assistant Studies program or permission of instructor. A study of formal legal processes involved in criminal practice from arrest through post-trial motions, sentencing and appeal. Constitutional rights of the accused and the definitions of various criminal offenses will also be covered. (45-0) WE

LAS 240 Domestic Relations 2 Sem Hrs
 Prerequisite: Students in Legal Assistant Studies program or permission of instructor. A study of the theoretical and practical aspects of family law with an emphasis on Michigan family law, including dissolution of marriage, child custody, support, property settlements, judgements and the role of the Friend of the Court. Basic techniques in obtaining facts from clients in order to prepare and draft complaints, answers, financial affidavits and verified statements will be presented. (30-0) WE

LAS 245 Personal Injury 3 Sem Hrs
 Prerequisite: Students in Legal Assistant Studies program or permission of instructor. An introduction to medical terms based on a "building block" system of word formation. The principles and legal theories relating to intentional and negligent torts to the person. Will include workman's compensation, malpractice/negligence of professionals, auto negligence, products liability, dram shop liability, assault and battery, and premises liability. (45-0) WE

LAS 250 Corporate Law 2 Sem Hrs
 Prerequisite: Students in Legal Assistant Studies program or permission of instructor. The nature of corporations, partnerships and proprietorships with an emphasis on the corporate structure including formation and dissolution, amending Articles of Incorporation and by-laws, shareholders' and directors' meetings, corporate equity and debt securities, as well as employment and shareholders agreements. (30-0) FE

LAS 253 Bankruptcy Law 2 Sem Hrs
 An overview of bankruptcy law. Designed to illustrate not only the legal aspects of the law, but to demonstrate the practical approach to working in this area. A review of Federal Bankruptcy law, the different types of bankruptcy chapters, exemptions, dischargeable and non-dischargeable debts, preferences, the role of the Bankruptcy Trustee and preparation of petitions and schedules in bankruptcy. Emphasis will be placed on the effective use of the legal assistant. (30-0) O

LAS 260 Legal Assistant Internship 2 Sem Hrs
 Prerequisite: Must have completed all Legal Assistant Studies required courses or permission of LAS Coordinator. Requires eighty (80) hours of work experience in a law or law-related office. (10-0)

LAS 290-299 Special Projects in Legal Assistant Studies O

LIBRARY SCIENCE COURSES

LIB 195 Library Research Skills 1 Sem Hr
 Develops the ability to access, analyze, evaluate, use, document, and communicate information from library sources including electronic indexes, the on-line catalog, and introduces Internet. (15-0)

LIB 290-299 Special Projects in Library Science O

LITERATURE COURSES

LIT 201H Honors Colloquy 3 Sem Hrs
 Prerequisite: Approval by Honors Program Director. Required of all honors program students. Explores the elements of critical and creative thinking. Emphasizes relationships among thinking, writing, and productive interaction with others, as well as the interdisciplinary nature of truth and knowledge. Includes project and/or research writing at instructor's discretion. Credit may be earned in LIT 201H or IHU 201H but not both. (45-0)

LIT 219 Literary Analysis 3 Sem Hrs
 Prerequisite: ENG 112. A survey of, and practice in, methods of literary interpretation and appreciation, from the close reading strategies of New Criticism to the contemporary considerations of reader-response theory. Interpretive papers on particular works of fiction, poetry and drama are required. (45-0) FW

LIT 220 Readings in Poetry 3 Sem Hrs
 Prerequisite: ENG 112. Studies the background, developments, and the current state of modern poetry. Emphasizes poetry by American and British authors. (45-0)

LIT 221 Readings in the Short Story 3 Sem Hrs
 Prerequisite: ENG 112. The student will read selected short stories of British, American, and other authors in addition to increasing one's understanding of this relatively modern form, the student will explore ways in which the short story is personally meaningful in depicting our perception of ourselves and the world in which we live. (45-0) FW

LIT 222 Readings in the Novel 3 Sem Hrs
 Prerequisite: ENG 112. From a reading of selected novels the student will develop understanding of the novel form. The student will also learn how to derive personal meaning and satisfaction from novels chosen from different times, places, and cultures. (45-0) F

LIT 223 Readings in Drama 3 Sem Hrs
 Prerequisite: ENG 112 or instructor permission. Studies historical and popular American, British and other plays. Examines the effects of drama on both American, British and other cultures. (45-0)

LIT 224 Literary Festival 3 Sem Hrs
 Prerequisite: ENG 112 or permission of instructor. Examines a body of literature organized by the selection of material either from the works of one author, genre, or topic, or a combination thereof. (e.g. science fiction, war novel, thrillers, horror, etc.) Course content to be announced each semester prior to registration. (45-0)

LIT 226 Introduction to Film 3 Sem Hrs
 Follows the creation of a film from the original idea to final production. Examines film as a model of popular entertainment and as an art form. Focuses on identifying the media's components and developing the viewers' standards of appreciation. (45-0)

LIT 227 The American Motion Picture 3 Sem Hrs
 Prerequisite: ENG 112. Studies popular films, with major emphasis on American culture as reflected in the motion picture. Examines the effect of the images portrayed in motion pictures on the perception of American society and history; topics vary from semester to semester. (45-0)

LIT 241 Introduction to Mythology 3 Sem Hrs
 Prerequisite: ENG 112. Provides an introduction to some of the concepts of mythology and the presence of these concepts in art and literature in particular. Considers the functions of mythology, the universality of the journey patterns in all myths, the nature of mythic imagery, the distinction between mythos and logos as patterns in thinking, the approaches available in examining particular myths and the application of all these dimensions in reading a given story. (45-0)

LIT 242 Introduction to British Literature 3 Sem Hrs
 Prerequisite: ENG 112. Provides a sampling of the work of some of the major authors in British Literature. Requires works to be read and examined for an understanding of the material, an appreciation of the literary forms and for the awareness of unifying themes that hold together a culture's conceptual framework. Enhances reading skills and aesthetic appreciation through exposure, discussion, writing and critical thinking. (45-0)

LIT 245 Biblical Literature: Old Testament 3 Sem Hrs
 This course will be a critical study of the literature of the Old Testament. It will treat the Old Testament Canon in its historical development, and examine both the literary styles and the changing theological and ethical ideas. (45-0) O

LIT 246 Biblical Literature: New Testament 3 Sem Hrs
A critical study of the literature of the New Testament with some attention given to the Inter-Testamental literature. The literature will be studied in terms of its historical development. Some attention will be given to the canonization of the New Testament, to the different literary styles and to the theological and ethical ideas. (45-0) O

LIT 251 Children's Literature 4 Sem Hrs
Prerequisite: ENG 112 or equivalent second level writing course. Surveys literature for children in the elementary grades. Explores quality trade books for children; presents respected writers and illustrators in various genres. Dispels commonly misconceived and generic thinking about children's literature, replacing with more perceptive criteria and reflective judgment of book selection. Results in greater knowledge, understanding, and appreciation of children's literature. (60-0)

LIT 253 Literature for Preschool Children 3 Sem Hrs
Surveys quality fiction and nonfiction trade books for preschool children, with emphasis on top writers and illustrators of the best, most engaging literature. Increases awareness of how literature speaks to young children and engages them in language and learning experiences. (45-0)

LIT 260 Holocaust History & Literature 3 Sem Hrs
Designed especially for students new to Holocaust studies. Covers the years 1933 to 1945, focusing on the role of perpetrators, victims, bystanders, and those involved in resistance and rescue. Uses a variety of readings, guest speakers, films and a field trip to the Holocaust Memorial Museum in West Bloomfield to address core questions: How did the Holocaust happen? Who is responsible? What can we learn from this catastrophe? (45-0)

LIT 268 International Studies in Literature 1-4 Sem Hrs
The student will do an in-depth study in one or more aspects of the literature or film of a country other than the United States. Includes class lectures and individual consultation. Overseas study is an integral part of the course. Expenses for travel and overseas study must be borne by the student. O

LIT 269 Native North American Literature 3 Sem Hrs
Prerequisite: ENG 112. Surveys the literature of Native North Americans: poetry, short stories, novels and non-fiction, including biographies of important Indian leaders. Develops an understanding of the cultures which produced the literature. (45-0)

LIT 271 American Literature to 1865 3 Sem Hrs
Prerequisite: ENG 112. Studies major movements and themes in American literature as they appear in the works of important authors from the Puritan period to and including the Age of Romanticism (45-0)

LIT 272 American Literature Since 1865 3 Sem Hrs
Prerequisite: ENG 112. Studies major movements and themes in American Literature after the age of Romanticism through the Age of Realism and New Directions. (45-0) W

LIT 274 Mexican-American Literature 3 Sem Hrs
Prerequisite: ENG 112 or permission of the instructor. Studies novels, short stories, poetry and non-fiction by Mexican-Americans. Explores some cultural elements such as ethnicity, self-hood, self-definition, machismo and gender issues, religious influences, the tradition of curanderos and la lloron. Constructs an understanding of how culture (can) affect creative expression. (45-0)

LIT 276 Contemporary American Fiction (1945 to Present) 3 Sem Hrs
Prerequisite: ENG 112 or permission of instructor. Studies trends, techniques, and themes in recent American novels and short stories. Requires reading, analyzing, and critiquing works of modern writers. (45-0)

LIT 277 Early African-American Literature 3 Sem Hrs
Prerequisite: ENG 112 or equivalent. Studies American history and trends that affected African-American writers from the oral tradition to the written works. (45-0)

LIT 278 Modern African-American Literature 3 Sem Hrs
Prerequisite: ENG 112 or equivalent. Studies current trends in both cultural and historical contexts. Examines the ways in which Modern African-American Literature is influenced by American history and how it affects the lives of African-Americans. (45-0)

LIT 283 Literature of Mysticism 3 Sem Hrs
Prerequisite: ENG 112. Explores literature about mysticism, both secular and religious. Designed to help students begin an inner search for authenticity, personal integration and self-awareness. Provides a variety of possibilities for developing innate potentialities and for achieving altered states of consciousness through awareness exercises, meditation, chanting, fantasy journeys and journal writing. (45-0)

LIT 285 Women in Literature 3 Sem Hrs
Discusses women as literary characters and as authors in time periods and cultures selected by instructor. Concentrates on women's perceptions of social structures, the blending of private and public spheres, and women's relationships to the world of publishing and literary criticism. Contrasts a woman-centered look at literature with more traditional, canonical approach to literature. (45-0)

LIT 290-299 Special Projects in Literature O

LIFELONG WELLNESS COURSES

LW 101 Fitness for Life 1 Sem Hr
Introduces basic concepts underlying fitness and wellness as they relate to optimal healthful living using a wide variety of aerobic conditioning and resistance training techniques. (0-30)

LW 105 Womens Fitness 1 Sem Hr
Introduces women to the basic concepts underlying physical fitness as it relates to optimal healthful living through the use of practical experience and exercise applications. (0-30)

LW 107 Weight Training for Men 1 Sem Hr
A systematic program of body conditioning and development through the use of weight exercises as the main emphasis. (0-30)

LW 109 Weight Training for Women 1 Sem Hr
A systematic program of body conditioning and development through the use of weight exercises as the main emphasis. (0-30)

LW 111 Circuit Training 1 Sem Hr
Designed to maintain and improve physical fitness levels. Weights, calisthenics and endurance exercises are used in different combinations to provide complete workouts in a limited amount of time. (0-30) FW

LW 113 Tae Kwon Do I 1 Sem Hr
Non-contact martial art class stressing prior technique and qualities of respect, self-discipline, and skills of self-defense. (0-30)

LW 114 Tae Kwon Do II 1 Sem Hr
Prerequisite: LW 113 or Instructor permission. Intermediate non-contact martial art class stressing advanced techniques. Uniform required. (0-30)

LW 117 Sports Judo--Women 1 Sem Hr
Introduction to the rules, skills, and courtesies in sports judo as well as the special conditioning required (0-30) FW

LW 119 Sports Judo--Men 1 Sem Hr
Introduction to rules, skills and courtesies in sports judo as well as the special conditioning required. (0-30) FW

- LW 121 Intermediate Sports Judo 1 Sem Hr**
Prerequisite: LW 119 or permission of instructor. Continuing improvement of beginning techniques, additional throwing, groundwork, and combination throwing techniques taught. (0-30) FW
- LW 123 Basketball for Women 1 Sem Hr**
Covers basic skills of passing, dribbling, shooting, and team play. Rules and strategy also included. (0-30) FW
- LW 125 Basketball for Men 1 Sem Hr**
Covers basic skills of passing, dribbling, shooting and positional play. Rules and strategy are included. (0-30) FW
- LW 127 Volleyball I 1 Sem Hr**
Basic skills of handling the ball, passing setting, spiking, net-rebound play, and blocking. Rules and strategy are included. (0-30) O
- LW 128 Volleyball II 1 Sem Hr**
Prerequisite: LW 127 or permission of instructor. Continuing improvement of beginning skills and the addition of experience in advanced play. Advanced strategies including offensive play patterns (4-0, 6-0, and switching) and defensive play patterns (middle back and middle up). Use of current USVBA rules. (0-30) W
- LW 131 Racquetball I 1 Sem Hr**
Introduces basic skills and rules necessary to participate in racquetball which is a competitive game played in a four-walled court by two, three, or four players using stringed racquets to serve and return the ball. (0-30)
- LW 132 Racquetball II 1 Sem Hr**
Prerequisite: LW 131 or Instructor permission. Emphasizes development of advanced skills, strategies, techniques, and court positioning. (0-30)
- LW 135 Badminton I 1 Sem Hr**
Techniques and use of the various shots, along with rules and strategies. (0-30)
- LW 137 Tennis I 1 Sem Hr**
An introduction to the basic strokes in tennis along with rules, strategies, and courtesies of the game. Special fees are charged when taught off campus in indoor tennis facilities. (0-30)
- LW 139 Bowling I 1 Sem Hr**
Fundamentals of starting stance, approach, and delivery, with emphasis on spot aiming. Courtesies, rules and scoring are also covered. There is a lane fee for each class meeting at which you bowl. (0-30)
- LW 140 Bowling II 1 Sem Hr**
Prerequisite: LW 139 or permission of instructor. Designed to further refine the skills (hook delivery, spot bowling, specific spare pin pickup, and adaptation to lane conditions) of the bowler. (0-30) FW
- LW 147 Archery 1 Sem Hr**
Introduction to the basic skills in shooting, both recurved and compound bows, in target and field archery. Students must furnish own arrows and finger protection. (0-30)
- LW 149 Golf I 1 Sem Hr**
Fundamentals in the use of woods, irons, and putter along with the rules and courtesies of the game. A fee is charged for off campus golf course use. (0-30) FS
- LW 150 Golf II 1 Sem Hr**
Prerequisite: LW 149 or permission of instructor. Emphasis will be directed to the acquisition of the finer skills of the game of golf. Major attention will be given to the areas of shot placement and control, club selection, rule interpretation. (15-15) FS
- LW 151 Kick Boxing 1 Sem Hr**
Presents Kick Boxing as a means of self-defense and conditioning. Provides maximum cardiorespiratory benefits, muscular endurance, speed, and agility in addition to balance, flexibility, and mind/body integration. (0-30)
- LW 153 Dance Aerobics 1 Sem Hr**
Provides information and skills needed to assess and improve fitness through the use of aerobic dance, exercises to music, and analysis of personal nutrition habits. (0-30)
- LW 155 Slide Aerobics 1 Sem Hr**
Prepares and strengthens the body for lateral or angular stress while providing a superb cardiovascular workout. Incorporates upper and lower body strength and endurance resistance exercises in addition to developing endurance, power, and balance. (0-30)
- LW 157 Step Aerobics 1 Sem Hr**
Incorporates bench stepping to enhance cardiorespiratory endurance and muscle tone using the aerobic principle. Emphasis on the importance of fitness and a healthy lifestyle is also applied. (0-30)
- LW 159 Fitness Walking 1 Sem Hr**
Introduces the concept of daily walking to contribute to one's wellness, with emphasis on developing personal walking program. (15-15)
- LW 163 Modern Dance I 1 Sem Hr**
For the beginner, an introduction to fundamentals of body movement through rhythmic activities designed to improve strength, flexibility, timing, spatial awareness and coordination. Also included will be problems in improvisation and simple choreography, and a brief survey of the history of modern dance and the contemporary dance scene. (0-30) FW
- LW 164 Ballroom Dancing 1 Sem Hr**
Introduces the basic steps and music of the Fox Trot, Waltz, Swing, Cha Cha, Rhumba, and Tango. (0-30)
- LW 165 Jazz Dance I 1 Sem Hr**
For the beginner, an introduction to basic jazz dance techniques (stretches, isolations, floor work, turn and locomotor patterns, etc.) and practice in combining them into dance phrases. There will be simple choreography problems and a survey of the history of jazz dance and of the contemporary jazz dance scene. (0-30) FW
- LW 167 Ballet I 1 Sem Hr**
An introduction to the basic movements of ballet coordinated with exercises for stretching, flexing, and toning. Also stresses postural alignment and correction, basic barre work, and beginning center adage and allegro movements. (0-30) FW
- LW 168 Ballet II 1 Sem Hr**
Prerequisite: LW 167 or instructor permission. Continues and further develops the basic movements introduced in Ballet I with emphasis on combinations of movements (enchainments) to develop concentration, balance and speed. (0-30) FW
- LW 171 Swimming for Nonswimmers 1 Sem Hr**
For those individuals who do not know how to swim and who have a fear of water. It will include personal safety skills, physical and mental adjustment to the water and fundamental swimming skills. (0-30)
- LW 172 Swimming I 1 Sem Hr**
A "learn to swim" course for beginners. Fundamental swimming and safety skills are stressed. (0-30)
- LW 173 Swimming II 1 Sem Hr**
Prerequisite: LW 172. Theory and practice of the five basic swimming strokes (front crawl, side stroke, elementary back stroke, and breast stroke). Water safety skills and knowledge are emphasized. (0-30)

LW 174 Swimming III--Conditioning 1 Sem Hr
Prerequisite: LW 173. This course will acquaint the student with the basic principles of cardiovascular fitness and strength in order to increase these components of fitness through swimming. (0-30)

LW 176 Lifeguarding 1 Sem Hr
Prerequisite: Skill and knowledge of the five basic strokes. The American Red Cross units and progressions will be followed. Successful completion of all the lifesaving and water safety requirements will result in certification. (0-30) FW

LW 178 Scuba Diving I 1 Sem Hr
Prerequisite: ability to swim. Techniques and information regarding use of self-contained underwater breathing apparatus including mask, fins, and snorkel. Includes classroom lecture, demonstration and pool dives. Students will be required to purchase a mask and snorkel plus pay an equipment fee as per guidelines given during first class session. (0-30)

LW 179 Scuba Diving II 1 Sem Hr
Prerequisite: LW 178 or instructor's permission. Information, techniques, and practice in the use of self-contained underwater breathing apparatus for open water diving. Procedures covering dressing, equipment, buoyancy, kicks, descents, ascents, and the use of the compass are included. Course necessary for SCUBA certification. (0-30) N

LW 181 Adapted Aquatics Aide 1 Sem Hr
Swimming techniques, water exercises, simulation of disabilities, supervised practice teaching, and basic water safety involved with physical and mental impairments. (0-30) FW

LW 183 Water Aerobics I 1 Sem Hr
Introduces the basic concepts of water resistance and incorporates them into an individual fitness program that promotes strength, flexibility, and aerobic capacity. Swimming skills not required. (0-30)

LW 185 Water Safety Instructor 1 Sem Hr
Prerequisite: Current American Red Cross Emergency Water Safety or Lifeguard Card and swimmer level skills. Instructional methods and techniques in aquatics, practice teaching, water safety, survival swimming, swimming program development and pool and waterfront administration. Satisfactory completion of the course may result in certification as a Water Safety Instructor. (0-30) O

LW 188 Skiing I 1 Sem Hr
Emphasis is placed on the fundamental skills. The student will be taught gliding wedge, wedge turn, traversing and stem turn. Student must furnish or rent equipment and pay skiing charges. (0-30) WE

LW 189 Skiing II 1 Sem Hr
Prerequisite: LW 188 or equivalent skill level. Student will begin the transition from steered turn to sliding turn. Side slipping, uphill christie and stem christie will be taught. Student must furnish or rent equipment and pay skiing charges. (0-30) WE

LW 190 Skiing III 1 Sem Hr
Prerequisite: LW 189 or equivalent skill level. Student will learn the finer points of parallel skiing. Parallel christie, parallel with check, and short swing will be taught. Student must furnish or rent equipment and pay skiing charges. (0-30) WE

LW 192 Cross Country Skiing 1 Sem Hr
Emphasis is placed on fundamentals in cross country skiing. Students will be taught selection and care of equipment, rudimentary ski movements, step turn, moving ahead over snow, controlling speed, half plow turn, poling, moving step and moving step turn, kick turn, skiing uphill, and waxing for various temperatures. Student must furnish own equipment and pay any special fees. (0-30) W

LW 194 Snowboarding 1 Sem Hr
Introduces the fundamentals of snowboarding including the basics of skating, climbing, gliding, and turning and stopping. Emphasizes board and speed control through the use of side slipping, traversing, and garland turns. Student must provide or rent snowboard and pay for lift ticket. (0-30) W

LW 201 Fencing I 1 Sem Hr
An introduction to foil fencing, its basic fundamentals, techniques, rules and safety measures. (0-30) FW

LW 202 Fencing II 1 Sem Hr
Prerequisite: LW 201 or permission of instructor. Designed to further refine the basic fundamentals and the opportunity to expand knowledge and improve skills. Advance strategies included are: compound attacks and compound returns, false attacks on preparation and counter attacks. (0-30) FW

LW 204 Bicycling 1 Sem Hr
Emphasis is placed on the fundamentals of cycling. Will cover selection and maintenance of equipment, gearing, pedaling, the techniques of shifting. Inherent in this activity will be physical conditioning to successfully complete the course. Student must furnish own bicycle. (0-30) F

LW 206A Occupational Wellness I 1 Sem Hr
Prerequisite: Admission to RAD or NUR programs. Introduces wellness concepts, behavioral patterns, and activities that can be incorporated into the lifestyles of those working in a wide variety of health occupational settings. (15-0)

LW 206B Occupational Wellness 2 .5 Sem Hrs
Prerequisite: Admission to RAD or NUR programs. Continues wellness concepts, behavioral patterns, and activities that can be incorporated into the lifestyles of those working in a wide variety of health occupational settings. (15-0)

LW 206C Occupational Wellness 3 .5 Sem Hrs
Prerequisite: Admission to RAD or NUR programs. Continues wellness concepts, behavioral patterns, and activities that can be incorporated into the lifestyles of those working in a wide variety of health occupational settings. (15-0)

LW 209 Canoeing I 1 Sem Hr
Instruction in the basic paddling strokes and maneuvering techniques, methods of canoe transportation, launching, and boarding and canoe rescue. Involves on-campus classroom sessions and a weekend at a lake or river in Northern Michigan. Student must pay own expenses, canoe rental, food and transportation. (0-30) F

LW 211 River Canoeing/Camping 1 Sem Hr
Review of basic paddling techniques and instruction in advanced paddling techniques, plus care and repair of equipment. There will also be a review of first aid techniques, canoe transport launching and preparing for a two or three day river canoeing/camping experience. The student is expected to have basic swimming skills. The class involves on-campus classroom/pool sessions and on river canoeing and camping. Students must pay their own expenses, canoe rental, food and transportation. (0-30) F

LW 213 Backpacking I 1 Sem Hr
To develop an understanding of and proficiency in the theory and techniques of backpacking. Primary emphasis will be directed to equipment selection, planning a camping trip, menu selection and outdoor cooking, safety, knot tying, and the sound use of conservation practices in the outdoors. These skills will be applied during an off campus weekend field trip normally. Students must pay own expenses. (0-30) FS

LW 215 Sailing 1 Sem Hr
Basic theory, skill and techniques in small boat sailing, i.e., sailboat safety, nomenclature, knot tying, helmsman ship, sail handling, jibbing and coming about, docking under sail. A fee is charged for boat rental. (0-30) S

LW 217 Rowing 1 Sem Hr
Prerequisite: Ability to swim. Explanation, demonstration, and practice in the basic techniques, equipment, and safety needed in rowing. Instruction and rowing will take place at the Rowing Club facilities in Bay City. Additional lab fee required. (0-30) S

LW 219 Horsemanship I 1 Sem Hr
Introduces the fundamentals of horsemanship including active participation in riding, grooming, saddling, bridling, leading, and other areas of general horse care. Emphasizes safety techniques while riding. (0-30)

LW 220 Lifelong Wellness 1 Sem Hr
Must also register for one of the concurrent courses. Promotes student understanding and experience of the direct correlation between positive lifestyle habits and well-being through a series of classroom lectures that cover a variety of wellness topics and disease prevention. (15-0)

LW 280 Self-Defense/Fitness 2 Sem Hrs
Prerequisite: permission of instructor. Con-current enrollment in CJ 101, LWT 175, and OSE 153 for Basic Police Training Academy. Teaches methods of self-defense using pressure points and leverage for subject control. Emphasizes subduing dangerous or violent individuals for criminal justice purposes. Fitness module emphasizes regular program of calisthenics, stretching, strength building, and conditioning through aerobic and non-aerobic activities. Grade of "C" (2.0) or better in this course in order to complete Basic Police Training Academy. (0-60)

LW 290-299 Special Projects in Lifelong Wellness O

LIFELONG WELLNESS THEORY COURSES

LWT 165 Community First Aid 1 Sem Hr
Introduction to basic first aid skills. Necessary as the primary link in the Emergency Medical Services system. Adult CPR certification may be received. (15-0)

LWT 170 Cardiopulmonary Resuscitation 1 Sem Hr
Development of cardiopulmonary resuscitation (CPR) knowledge and skills to a degree that an individual could meet the needs of most situations in which emergency first aid care of CPR is required. (15-0)

LWT 175 Advanced First Aid and Emergency Care 3 Sem Hrs
Prerequisite: permission of instructor. CJ 101, LW 201, and OSE 153 must be taken concurrently for Basic Police Training Academy. Provides knowledge and practical skills necessary to assist victims of injury or sudden illness. Covers CPR, wounds, choking, poisoning, substance abuse, burns, exposure to heat and cold, emergency childbirth, fractures, stroke, convulsive disorders, diabetes, auto and pool extrication. Successful completion of course entitles student to American Red Cross CPR and Advanced First Aid Certifications. Grade of "C" (2.0) or better in this course in order to complete Basic Police Training Academy. (45-15)

LWT 266 Teaching of Elementary Physical Education 3 Sem Hrs
For prospective teachers; deals with curriculum development, principles, methods and materials used in conjunction with the teaching of physical education in the elementary schools. (45-0) FW

LWT 290-299 Special Projects in Lifelong Wellness Theory O

MEDICAL ASSISTING COURSES

MA 205 Medical Office Pharmacology 1 Sem Hr
Prerequisites: BIO 101, HSC 105, or permission of instructor. Necessary information to comply with the federal laws regarding accurate and secure drug records and the interpretation of prescriptions and communication of medication orders to other professionals. (15-0) WD

MA 206 Pharmacology Applications 1 Sem Hr
Prerequisites: MA 205, MA 210, or Permission of instructor. Preparation and administration of drugs commonly used in the medical office, and principles of self administration of medications. (15-0) WD

MA 210 Assisting the Physician I 4 Sem Hrs
Prerequisites: BIO 101, BIO 102, HSC 105, MTH 117, and OSE 116, each with a minimum C (2.0) grade. Provides the opportunity to develop medical assisting skills used in a health care setting. Includes determination of vital signs, patient preparation, basic laboratory techniques and the care of office instruments. (45-45) F

MA 220 Assisting the Physician II 4 Sem Hrs
Prerequisite: MA 210 with C (2.0) minimum grade. Provides the opportunity to develop skills for informing electrocardiograms, assisting in minor surgeries and assisting the physician in the administration of treatments and medications. (45-45) WD

MA 230 Medical Assistant Internship 5 Sem Hrs
Prerequisite: MA 105, MA 220, HSC 140, HSC 205, OSE 152, OSE 157, OSE 172, OSE 255, OSE 266, OSE 276 each with a minimum C (2.0) grade and SPH 114. Provides the opportunity to observe and practice medical assisting skills in a health care setting. Seminars held on campus will provide a forum for discussion of office experiences. (40-140) SD

MA 290-299 Special Projects in Medical Assisting O

MECHANICAL DESIGN AUTOMATION COURSES

MDA 205 Rapid Prototyping and Tooling .0.6 Sem Hr
Prerequisite: MFG 111. Surveys this emerging time-compression technology and identifies how it is changing the design/manufacturing interface. Covers specific rapid prototyping processes such as stereolithography, selective laser sintering, fused deposition modeling, and laminated object modeling. Demonstrates the linkage between manufacturing and rapid tooling processes of core and cavity inserts for moldings and castings. (9-0)

MDA 211 Interactive Part Modeling 2.4 Sem Hrs
Prerequisites: DRF 107, MFG 111 and MT 110 or MTH 111. Provides instruction and practice in the varied methods within UNIGRAPHICS software to create, manipulate, store, and display parts and groups of parts. Uses constraint based definition of geometric features as well as traditional methods to make, edit, catalog, and store wire-frame, surface, and solids geometric models. (36-0)

MDA 305 Design For Assembly 1 Sem Hr
Prerequisite: MT 256 or DRF 257. Uses the Boothroyd/Dewhurst Design for Assembly software to redesign a manufactured product. Emphasizes teamwork in a Concurrent Engineering simulation. (15-0)

MDA 312 Sketch Modeling 1.6 Sem Hrs
Prerequisite: MDA 211. Develops explicit virtual models from approximate geometry. Incorporates use of previously defined shapes to modify current model. Includes use of dimensional parametric, and design intent to define, modify and constrain forms. (24-0)O

MDA 313 Product Information Management 2 Sem Hrs
Prerequisite: MDA 312. Provides methods for using database within UNIGRAPHICS to create, manipulate, forecast, and document timely controls on work flow. Involves interacting with work flow characteristics and solving work flow problems using IMAN Product Structure, Cascade Release, and Change Management functions. (30-0) O

MDA 314 Graphics Program 2.4 Sem Hrs
Prerequisite: MDA 211 or concurrent. Executes computer programs in the GRIP graphics language. Executes graphics language components as well as protocols to help automate program writing, editing, data interrogation, user interfaces, database organization, and the design process. (36-0)O

MDA 315 Design Practice 2 Sem Hrs
Prerequisite: MDA 205, MDA 305, MDA 313., (may be taken concurrently) and MDA 314. Engages the student in two of the three phases of the design process: idea and task statements, and concurrent design refinements. Includes making idea sketches, writing research reports and functional specifications, and using a computer graphic system to make engineering drawings, bill of materials, and a presentation illustration. Produces an original design or design modification. (30-0)O

MDA 321 Advanced Part Modeling 3 Sem Hrs
Prerequisite: MDA 315. Practices strategies to improve modeling efficiency through parametric application of design requirements, part and master libraries, assembly modeling, and shape blends. Includes part changes by issuing replacement constraints or expressions. (45-0)O

MDA 323 Free Form Modeling 3 Sem Hrs
Prerequisite: MDA 321 and CIS 128. Defines contoured free-form shapes (non-prismatic) using UNIGRAPHICS. Includes model creation and edit methods such as spline, surface, solids, parametric, and retro-fit techniques. Includes curvature analysis, irregularity detection and correction, and suitability for manufacture considerations. (45-0)O

MDA 325 Assembly Modeling 3 Sem Hrs
Prerequisite: MDA 321 or concurrent. Introduces concurrent methods to create and maintain orderly control of revisions, component and assembly arrays, part families, standards, and product manufacturing cycles. Practices tactics to constrain the size, position, and mating conditions of related parts. Introduces time reduction methods to edit, perform fit analysis, and manipulate large assembly arrays. (45-0)O

MDA 327 Design Drafting 3 Sem Hrs
Prerequisite: MDA 323 or concurrent and MDA 325. Provides instruction and practice with UNIGRAPHICS part drafting and assembly working drawing techniques. Uses 3-D prismatic and free-form models as the basis of parts to be transformed into orthographic, section, and auxiliary views which are then ANSI annotated with appropriate dimensions, tolerancing symbols, and text. Produces an original multi-sheet working drawing to include: detail, assembly, part list, and exploded pictorial assembly. (45-0)O

MANUFACTURING TECHNOLOGY COURSES

MFG 111 Manufacturing Processes 3 Sem Hrs
Teaches the fundamentals of engineering materials and manufacturing processes, and how they interrelate in the design of products. (45-0)

MFG 212 Manufacturing Cell 2 Sem Hrs
Introduces the manufacturing cell as it relates to the workplace. Teaches various cell information, i.e. tooling, material handling, layout, etc. (30-0)

MFG 290-299 Special Projects in Manufacturing Technology O

MACHINE TOOL OPERATIONS COURSES

MS 101 Machine Shop I 4 Sem Hrs
Orientates student to the machine tool operation and machining industry. Emphasizes shop and industrial safety. Includes instruction in non-precision, precision measurement and basic layout. (0-100)

MS 102 Machine Shop II 4 Sem Hrs
Prerequisite: MS 101. Designed to develop skills in using basic hand tools, selecting speeds and feeds on metal cutting machines, and selecting and applying cutting fluids. Basic instruction in the operation of metal saws is included. (0-100)

MS 103 Machine Shop III 4 Sem Hrs
Prerequisite: MS 101. Designed to provide basics of engine Lathe operation including; turning, facing, boring, and threading with emphasis on machine operations. (0-100)

MS 104 Machine Shop IV 4 Sem Hrs
Prerequisite: MS 101. The set-up and operation of a vertical and horizontal milling machine with emphasis on safety, cutter selection and accuracy. (0-100)

MS 105 Machine Shop V 4 Sem Hrs
Prerequisite: MS 101. The set-up and operation of sensitive, upright and radial arm drilling machines. Selection and use of carbide tooling also covered. (0-100)

MS 106 Machine Shop VI 4 Sem Hrs
Prerequisite: MS 101. The operation and set-up of surface grinders and drill grinding machines. Grinding wheel selection and safety also included. (0-100)

MS 107 Machine Shop VII 4 Sem Hrs
Prerequisite: MS 101 and 103. Advanced engine lathe operations including form turning, acme threading, internal threading and faceplate set-up. (0-100)

MS 108 Machine Shop VIII 4 Sem Hrs
Prerequisite: MS 101, 102 and 106. Set-up and operation of the tool and cutter grinder, cylindrical grinder and internal grinder. Emphasis on close tolerance control. (0-100)

MS 109 Machine Shop IX 4 Sem Hrs
Prerequisite: MS 101. Application of advanced measurement and inspection techniques using electronic equipment and gage blocks. Covers both linear and angular measurement, basic tool making techniques and advanced milling techniques. (0-100)

MS 112 Ferrous Heat Treatment 2 Sem Hrs
Designed to acquaint students with various forms of heat treatment applied to plain carbon steels, cast iron, alloy tool steels and stainless steel. Course will also include steel classification and machinability. (30-0) WD

MS 113 Machining Processes 2 Sem Hrs
Course designed to familiarize students not majoring in the machine trade in the use and application of tool room machines. Student gains limited skills in use of lathes, drills, mills, instruments, grinders, and saws. (15-45) O

MS 120 Machinist's Handbook 2 Sem Hrs
Emphasis on locating and applying information found in the Machinery Handbook. The use of mathematical formulae and tables will be covered. (30-0) WD

MS 210 Machine Shop X 4 Sem Hrs
Prerequisites: MS 102, MS 104 and MS 109. The operation of the DeVlieg jig mill including: machine set-up, basic operations, operator responsibilities and safety. (0-100) O

MS 211 Machine Shop XI 4 Sem Hrs
Prerequisite: MS 210. The operation of the Anilam Commando control in conjunction with the DeVlieg jig mill including: basic features, programming, and programmed machining using all available features. (0-100) O

MS 212 Machine Shop XII 4 Sem Hrs
Prerequisite: MS 106 and 108, or Permission of instructor. The operation of the Moore jig grinder including: safety, operator responsibilities, hole grinding, radius grinding and bottom grinding. (0-100) O

MS 290-299 Special Projects in Machine Tool Operations O

MECHANICAL TECHNOLOGY COURSES

- MT 110 Machine Tool Calculations** **4 Sem Hrs**
Satisfies the mathematical needs of tradespeople and technicians in the machine tool and drafting fields. Covers whole numbers, fractions, decimals, metric conversions, precision instruments, ratio and percent, algebra, applied geometry, shop trigonometry, tapers, gears, belt and chain speeds, cutting speeds, and screw threads. (60-0)
- MT 150 Mechanical Principles in Electronic Design** **2 Sem Hrs**
Prerequisites: MTH 113 and PHY 101 or 111.
Investigates the application of mechanical, fluid and thermal principles to the electronics industry. Through demonstrations, becomes familiar with machine and mechanical drive elements, dynamics and vibrations, material properties, instrumentation, hydraulics and pneumatics, and heat transfer and thermal expansion. (30-15)
- MT 220 Introduction to Fluid Power** **3 Sem Hrs**
Prerequisite: MTH 111 or MTH 119. Focuses on the operation and function of fluids, pumps, compressors, valves, cylinders, motors, filters, and other components used in the power and control of machine tools, construction and agricultural equipment. Uses algebraic formulas, charts, and graphic symbols for design and diagnosis of basic circuits. (30-30)
- MT 221 Materials and Metallurgy** **3 Sem Hrs**
Prerequisites: MFG 111 and MTH 111 or higher. Introduces concepts necessary to the selection and specification of materials for making products and building structures. Presents and practices standard methods to characterize the physical and mechanical properties of metals, ceramics, polymers, and composite materials. Includes laboratory activities such as hardness testing, microscopy, heat treatments, phase transformation studies, and mechanical property measurements. (30-30)
- MT 244 Mechanisms** **2 Sem Hrs**
Prerequisites: DRF 107 and PHY 111. Uses hand calculator, graphical and computer methods, to study mechanical motion concepts by calculating displacements, velocities and accelerations. Develops proficiency in the use of terminology; vectors; kinematic drawings; displacement drawings; displacement graphs; centros; displacement, velocity and acceleration analysis and cam motion calculations. Credit may be earned in MT 244 or MT 255 but not in both. (20-20)
- MT 250 Statics and Strength of Materials** **3 Sem Hrs**
Prerequisites: PHY 101 and MTH 103. Studies forces acting on rigid bodies, including applications of these forces to practical design problems. Introduces and uses concepts of stress in tension, compression, torsion, and shear in various combinations. (45-0) W
- MT 251 Statics and Dynamics** **3 Sem Hrs**
Prerequisites: PHY 111 and MTH 113. Studies statics and dynamics of mechanical systems by solving problems of small sub-systems using a calculator. Studies forces in 2-D and 3-D acting on particle systems and rigid bodies. Solves problems using the following concepts: equilibrium laws, centroids, center of gravity, moment of inertia. Uses 3 methods to study dynamics of motion - kinematics, work/energy and impulse/momentum. (45-0) F
- MT 252 Strength of Materials** **3 Sem Hrs**
Prerequisites: MTH 211, MT 251, CAD 114, ENG 112 or ENG 113 and MT 221. Uses mathematical and computer methods, as well as Mohr's circle to determine stress, strain, load and deflection relationships for structure and machine elements. Uses machine components in tension, compression or shear, beams in bending or deflection, columns, and welded and riveted joints in design calculations. (30-30)

MT 255 Kinematics of Mechanisms **3 Sem Hrs**
Prerequisites: DRF 107 and PHY 111. Uses hand calculator, graphical and computer methods, to study mechanical motion concepts by calculating displacements, velocities and accelerations. Develops proficiency in the use of terminology; vectors; kinematic drawings; displacement drawings; displacement graphs; centros; displacement, velocity and acceleration analysis, cam motion calculations and diagrams, spur gear set and gear trains. Credit may be earned in MT 244 or MT 255 but not in both. (30-30)FW

MT 256 Machine and Product Design **3 Sem Hrs**
Prerequisites: MT 244 and MT 252. Uses hand calculator and computer methods to solve for the dimensions and allowable loads of machine elements and powertrains. Studies shafts, keyed and bolted couplings, bearings, gear trains, V-belt and chain drives, clutches and brakes, springs and fasteners. Uses Design for Assembly software for final design project. (30-30) S

MT 290-299 Special Projects in Mechanical Technology **O**

MATHEMATICS COURSES

Course prerequisites are stated in terms of Delta courses or the number of years of high school mathematics, and are intended to insure that students choose the appropriate mathematics course. Individuals may have a mathematics background equivalent to a stated prerequisite in which case they should consult a counselor for assistance in evaluating equivalencies. Any student who feels that circumstances warrant waiving a prerequisite should consult the Mathematics and Computer Science Division Chair for approval. It is recommended that a grade of "C" or better be earned in any mathematics course used as a prerequisite for another mathematics course.

MTH 092 Basic Math **2 Sem Hrs**
Prerequisite: An acceptable score on the current College assessment instrument. Provides a foundation in arithmetic. Covers four fundamental operations of whole numbers, fractions, and decimals. Includes percentages, ratios, proportions, and applications. This course was previously MTH 102. You may receive credit in either MTH 102 or MTH 092, but not in both. (30-0)

MTH 096 Pre-Algebra **2 Sem Hrs**
Prerequisite: MTH 092 or an acceptable score on the current College assessment instrument. Provides preparation for algebra. Includes fractions, decimals, integers, ratios, and percentages with an introduction to equations, graphs, and functions. This course was previously MTH 106. You may receive credit in MTH 106 or MTH 096, but not both. (30-0)

MTH 097 Algebra I **3 Sem Hrs**
Prerequisite: Mth 096 or an acceptable score on the current College assessment instrument. Includes natural numbers, integers, first-degree equations and inequalities, special projects, factoring, rational expressions and equations, graphs, and linear systems, exponents, and quadratic equations. This course was previously MTH 107. You may receive credit in MTH 107 or MTH 097, but not in both. (Equivalent to first-year high school algebra). (45-0)

MTH 103 Applied Geometry and Trigonometry **4 Sem Hrs**
Prerequisite: MTH 097 or 111. Geometry topics includes angles, triangles, polygons, circles, prisms, cylinders, and cones. Trigonometry topics include right-triangle trigonometry, radian measure, oblique-triangle trigonometry, and graphs of trigonometric functions. (60-0) E F W

MTH 109 Geometry **2 Sem Hrs**
Prerequisite: MTH 097 or an acceptable score on the current college assessment instrument. Study of two and three dimensional nomenclature with emphasis on applications involving angles, triangles, parallelograms, congruency and similarity of polygons, circles, spheres, prisms, pyramids, and cones. Designed for those persons who have not had a high school geometry course and plan to take trigonometry or other advanced math courses. (30-0) W

MTH 110 Mathematics for Elementary Teachers 4 Sem Hrs
Prerequisite: MTH 097 or an acceptable score on the current college assessment instrument. Includes numeration systems, sets and their properties, classification of number systems (whole numbers through real numbers), operations and their properties, arithmetical algorithms, problem solving, statistical charts and graphs, geometric figures and their calculations, and measurement systems including metric. Variety of learning styles, manipulatives, and calculator and computer application uses. The National Council of Teachers of Mathematics Standards are incorporated. (60-0)

MTH 111 Applied Algebra 4 Sem Hrs
Prerequisite: MTH 097 or an acceptable score on the current college assessment instrument. Recommended: A grade of "B" or better in algebra; MTH 109 advisable. Applications oriented for the technical student. Includes basic algebraic operation, linear equations, functions, graphing, determinants, exponents and radicals, quadratic equations, ratio, proportion and variation, common logarithms, and exponential equations. (60-0) W

MTH 113 Applied Trigonometry 4 Sem Hrs
Prerequisite: MTH 111 or MTH 119 or two years of high school algebra. Recommended: A grade "B" or better in algebra. Application oriented for the technical student. Includes trigonometric functions with their graphs, solution of triangles, vectors, complex numbers, conics, inverse trigonometric functions, and trigonometric identities and equations. A CALCULATOR HAVING AT LEAST TRIGONOMETRIC AND INVERSE TRIGONOMETRIC FUNCTIONS IS REQUIRED. (60-0)W

MTH 116 Mathematics for Elementary Teachers II 3 Sem Hrs
Prerequisite: MTH 110. Investigates problem solving, statistical charts and graphs, geometric figures and properties, and measurement systems including metric. Reviews fractions, decimals, percents, real numbers, their operations and properties. Reviews algebra of lines and equations. Includes a variety of learning styles using manipulatives, calculators and computer application. The National Council of Teachers of Mathematics Standards are incorporated. (45-0)

MTH 117 Math for Allied Health 2 Sem Hrs
Prerequisite: MTH 092 or an acceptable score on the current college assessment instrument. Reviews Roman numerals, fractions, decimals, percentages, and ratios. Includes a study of the metric system and the Apothecaries' system with applications in converting from one system to another. Emphasizes calculations involved in preparing solutions and giving medications. (30-0)

MTH 119 Intermediate Algebra 4 Sem Hrs
Prerequisite: MTH 097 or an acceptable score on the current college assessment instrument. Recommended: A grade of "B" or better in algebra. Includes fundamental concepts of algebra and algebra and applications, equation solving, graphs, systems of linear equations, quadratic equations, algebraic fractions, exponents, radicals, functions, and logarithms. A GRAPHING CALCULATOR IS REQUIRED. (60-0)

MTH 120 Finite Mathematics 3 Sem Hrs
Prerequisite: MTH 119 or two years of high school algebra. Topics include mathematical modeling (polynomial and rational functions; their graphs and applications; and arithmetic and geometric progressions), systems of equations and inequalities, linear programming, and an introduction to probability (binomial distributions and graphing qualitative data). Covers computer applications of some topics. A GRAPHING CALCULATOR IS REQUIRED. (Those students planning to take MTH 161 should take MTH 151 rather than MTH 120.) (45-0)

MTH 121 Plane Trigonometry 3 Sem Hrs
Prerequisite: MTH 119 or two years of high school algebra. Recommended: MTH 109 or another geometry course. Includes trigonometric functions and their graphs, solution of triangles, identities, trigonometric equations, inverse trigonometric functions, and complex numbers. A GRAPHING CALCULATOR IS REQUIRED. (45-0)

MTH 151 Pre-Calculus Mathematics 4 Sem Hrs
Prerequisite: MTH 119 and MTH 121 or three years of high school college-preparatory mathematics including trigonometry. MTH 121 may be taken concurrently with instructor approval. Designed for students planning to take calculus. Includes a study of the elementary functions, equations and inequalities, systems of equations, review of trigonometry, and analytic geometry. A GRAPHING CALCULATOR IS REQUIRED. (60-0)

MTH 153 Algebra For Calculus 3 Sem Hrs
Prerequisites: Two years of high school algebra and Permission of the instructor. Provides a review of algebra as related to calculus topics of limits, differentiation, and integration. (45-0)

MTH 160 Calculus for the Social and Managerial Sciences 4 Sem Hrs
Prerequisite: MTH 120 or 151 or a least three and a half years of high school-college preparatory mathematics. Satisfies the mathematics requirements for students majoring in business or social sciences. Covers topics include graphing, differentiation and integration of functions (algebraic, exponential, and logarithmic), and the use of these techniques within business and economic models. A GRAPHING CALCULATOR IS REQUIRED. (60-0)

MTH 161 Analytic Geometry and Calculus I 4 Sem Hrs
Prerequisite: MTH 151 or four years of high school college-preparatory mathematics including trigonometry. Includes functions, graphs, limits, continuity, derivatives and their applications, integrals, as well as differentiation and integration of exponential and logarithmic functions. A GRAPHING CALCULATOR IS REQUIRED. (60-0)

MTH 162 Analytic Geometry and Calculus II 4 Sem Hrs
Prerequisite: MTH 161. Includes applications of integrals, integration techniques, limits and indeterminate forms, improper integrals, infinite series, polar coordinates, parametric equations, as well as differentiation and integration of trigonometric and hyperbolic functions. A GRAPHING CALCULATOR IS REQUIRED. (60-0)

MTH 208 Elementary Statistics 3 Sem Hrs
Prerequisite: MTH 119 or two years of high school algebra. Studies statistical concepts including frequency distributions, measures of central tendency and dispersion, probability, confidence intervals, hypotheses testing, linear correlation and regression, chi-square, ANOVA. A GRAPHING CALCULATOR IS REQUIRED. (45-0)

MTH 211 Applied Calculus 5 Sem Hrs
Prerequisite: MTH 113. Application oriented, for the technical student. Conics, differentiation and integration of algebraic, trigonometric, logarithmic and exponential functions. Emphasis on the application of the derivative and integral. (75-0) O

MTH 260 Discrete Mathematics 3 Sem Hrs
Prerequisite: MTH 161. Introduces discrete mathematics topics for applied mathematics and computer science. Includes Boolean algebra, predicate logic, sets, relations, introduction and recursion, counting theory, graphs and tree. (45-0)

MTH 261 Analytic Geometry and Calculus III 4 Sem Hrs
Prerequisite: MTH 162. Topics include solid analytical geometry, vectors, partial differentiation, multiple integration, line and surface integrals, and Green's and Stoke's theorems. (60-0)

MTH 263 Introduction to Linear Algebra 3 Sem Hrs
Prerequisite: MTH 261. Investigates matrices, determinants, linear systems, vector spaces, linear transformations, eigenvalues, and eigenvectors. (45-0)

MTH 264 Introduction to Ordinary Differential Equations 3 Sem Hrs
Prerequisite: MTH 261. Includes techniques for solving first and higher order linear differential equations, systems of linear differential equations, solutions using power series, and introductions to numerical methods and Laplace transforms. Uses applications in science and engineering throughout the course. (45-0)

MTH 280-289 Restricted Enrollment Mathematics Courses

Courses offered at the request of various groups will enrollment limited to the specific request.

MTH 290-299 Special Projects in Mathematics O**MUSIC COURSES****MUS 100 Elements of Music 3 Sem Hrs**

Rudiments of music, including notation, clefs, keys, syllables, and rhythm. Elementary conducting technique. Planned to meet the basic musical needs of prospective elementary teachers. Also is a basic course in beginning theory for anyone interested in music. Recommended to be taken concurrently with MUS 131. (45-0)

MUS 101 Theory--Basic Music I 5 Sem Hrs

A comprehensive course for potential music majors, minors, or others electing the course seeking a base for professional development. Suitable for those with previous knowledge of keys, notation, rhythm and clefs. Five weeks of intensive training in fundamentals of music theory followed by aural theory, written theory and keyboard harmony. (75-0) F

MUS 102 Theory--Basic Music II 5 Sem Hrs

Prerequisite: MUS 101. Continuation of MUS 101, with an emphasis on writing, chord progressions, form, ear-training and keyboard skills. (75-0) W

MUS 111 Music Appreciation I 3 Sem Hrs

Provides fundamentals of listening to and understanding of instrumental music (concerto, small ensemble). Presents basic principles for discussion as they relate to a variety of examples from classical, folk, and pop styles. (45-0)

MUS 112 Music Appreciation II 3 Sem Hrs

Prerequisite: MUS 111 or Permission of instructor. Continued study of instrumental music (concerto small ensemble). Promotes an understanding of and for vocal forms (Opera, art, song, large choral work, i.e., oratorios, masses). (45-0) FW

MUS 117 Music in Liturgy 1 Sem Hr

A practical approach to planning liturgies and services. Will cover practices, history, and resources for several major religions. (15-0) W

MUS 131 Piano I 2 Sem Hrs

Beginning class instruction leading to the ability to play melodies and accompanying chord patterns and rhythms. (15-15) FW

MUS 132 Piano II 2 Sem Hrs

Prerequisite: MUS 131 or Permission of the instructor. Continuation of Piano I. (15-15) O

MUS 135 Guitar I 2 Sem Hrs

Tuning is covered in three ways: the basic chords in first position, the basic strums, and the finger styles. The chords and the right hand styles are applied to both popular and traditional music. Students will be expected to provide their own instruments. (0-30) FW

MUS 136 Guitar II 2 Sem Hrs

Prerequisite: MUS 135 or Permission of instructor. A continuation of Guitar I which covers chords in higher positions, including bar chord and chord forms. Popular music is used extensively, along with short classical and flamenco pieces. Students will be expected to provide their own instruments. (0-30) W

MUS 138 Music Voice Class 2 Sem Hrs

Studies breathing, resonance, diction and interpretation of various styles of vocal music. (30-0) W

MUS 139 Keyboard Practicum 2 Sem Hrs

Prerequisites: MUS 100 and MUS 131 and Permission of instructor. Designed to develop specific musical skills as well as sensitivity to ensemble performance. Literature will represent all historical periods and styles in both the secular and sacred genres. Sight reading, transposing, harmonizing, improvising and modulating will be stressed as they relate to specific needs to accompanists. (30-0) O

MUS 145 Elements of Conducting 2 Sem Hrs

Instruction in baton technique and basic choral conducting procedures. Experience in actual conducting--both instrumental and vocal. Practice in score reading and study of transposing instruments. Investigation of problems of intonation, balance, ensemble, tempo and tone quality as encountered in rehearsal. The class itself will be used as a performing group in teaching the above whenever possible. In some instances, recordings will be used to illustrate certain points. (30-0) O

MUS 150 Ensemble Experience I 1 Sem Hr

May be taken to document choral ensemble activity in groups other than Delta College credit granting choirs. Approval of instructor required before participation. Approved documentation must be submitted to instructor at the end of semester's activity. (30-0) FWS

MUS 151 Ensemble Experience II 1 Sem Hr

Prerequisite: MUS 150. May be taken to document choral ensemble activity in groups other than Delta College credit granting choirs. Approval of instructor required before participation. Approved documentation must be submitted to instructor at the end of semester's activity. (30-0) FWS

MUS 201 Theory-Basic Music III 4 Sem Hrs

Prerequisite: MUS 102 or Permission of instructor. Second-year music theory for music majors involving sophomore level aural and written theory with keyboard. (60-15)

MUS 202 Theory-Basic Music IV 4 Sem Hrs

Prerequisite: MUS 201. Second-year music theory for music majors involving sophomore level aural and written theory with keyboard. (60-15) W

MUS 211 Music History I 3 Sem Hrs

Prerequisite: MUS 112 or Permission of instructor. An in-depth study of music of ancient times to the Seventeenth Century. Required for music majors. (45-0) F (every two years)

MUS 212 Music History II 3 Sem Hrs

Prerequisite: MUS 112 or 211 or Permission of instructor. A continuation of Music 211 with a study of music from the Seventeenth Century to present with emphasis on form and style. Required for music majors. (45-0) W (every two years)

MUS 289 Applied Sacred Music Capstone 2 Sem Hrs

Prerequisite: Permission of program director required. Capstone activities include a jury in area of emphasis, as well as demonstration of competence in all areas of previous certificate course work, and non-credit activities. (30-0) FW

ALL APPLIED MUSIC COURSES. Prerequisite: Permission of music department. Private instruction/lessons provided and a minimum number of hours of weekly practice is required. A jury examination will be held at the end of each semester.

MUS 171	Applied Music Piano Minor--Freshman	1 Sem Hr O
MUS 172	Applied Music Piano Minor--Freshman	1 Sem Hr O
MUS 271	Applied Music Piano Minor--Sophomore	1 Sem Hr O
MUS 272	Applied Music Piano Minor--Sophomore	1 Sem Hr O
MUS 173	Applied Music Instrumental Minor--Freshman	1 Sem Hr O
MUS 174	Applied Music Instrumental Minor--Freshman	1 Sem Hr O
MUS 273	Applied Music Instrumental Minor--Sophomore	1 Sem Hr O
MUS 274	Applied Music Instrumental Minor--Sophomore	1 Sem Hr O
MUS 175	Applied Music Voice Minor--Freshman	1 Sem Hr O
MUS 176	Applied Music Voice Minor--Freshman	1 Sem Hr O
MUS 275	Applied Music Voice Minor--Sophomore	1 Sem Hr O
MUS 276	Applied Music Voice Minor--Sophomore	1 Sem Hr O

MUS 181	Applied Music Piano Major--Freshman	2 Sem Hr O
MUS 182	Applied Music Piano Major--Freshman	2 Sem Hr O
MUS 281	Applied Music Piano Major--Sophomore	2 Sem Hr O
MUS 282	Applied Music Piano Major--Sophomore	2 Sem Hr O
MUS 183	Applied Music Instrumental Major--Freshman	2 Sem Hr O
MUS 184	Applied Music Instrumental Major--Freshman	2 Sem Hr O
MUS 283	Applied Music Instrumental Major--Sophomore	2 Sem Hr O
MUS 284	Applied Music Instrumental Major--Sophomore	2 Sem Hr O
MUS 185	Applied Music Voice Major--Freshman	2 Sem Hr O
MUS 186	Applied Music Voice Major--Freshman	2 Sem Hr O
MUS 285	Applied Music Voice Major--Sophomore	2 Sem Hr O
MUS 286	Applied Music Voice Major--Sophomore	2 Sem Hr O

MUS 289 Applied Sacred Music Capstone 2 Sem Hrs
Prerequisite: Permission of program director required. Capstone activities include a jury in area of emphasis, as well as demonstration of competence in all areas of previous certificate course work, and non-credit activities. (30-0) FW

MUS 290-299 Special Project in Music O

NURSING ASSISTANT/HOME HEALTH AIDE COURSE

NHA 111 Nursing Assistant/Home Health Aide 9 Sem Hrs
Theory and clinical experience opportunities designed to prepare students to work with patients in long-term/acute-care facilities and home health care agencies. Upon completion of course, students will be eligible to take competency evaluation tests (written and skills) leading to state certification as a Nursing Assistant (75-180) D

NHA 290-299 Special Projects in Nursing Assistant/Home Health Aide O

NURSING COURSES

NUR 100 Introduction to Health Care: Nursing 2 Sem Hrs
Discusses the role, functions and responsibilities of nurses as members of the health care team. Includes nursing history, current aspects of health care and legal/ethical issues, and introduces biopsychosocial, cultural health, illness and prevention concepts. Includes dosage and solution computations and recognition of medical abbreviations. Requires MTH 107 or equivalent skills. (30-0)

NOTE: The following courses are subject to the Nursing Progression and Retention Policies.

NUR 101A Nursing Fundamentals 5 Sem Hrs
Prerequisite: Current validation for RN program. Introduces the role of professional nursing practice based upon principles of the biological and social sciences. Identifies legal and ethical aspects of nursing practice. Emphasizes specific concepts and nursing process as the framework for nursing diagnosis and practice skills. Includes opportunities to practice specified nursing clinical skills and/or procedures in a simulated laboratory setting. (53-75)

NUR 101B Care of the Elderly Adult 4 Sem Hrs
Prerequisite: NUR 101A. Introduces concepts of gerontological nursing. Emphasizes the application of nursing process and nursing diagnoses in the clinical laboratory setting. Provides opportunities to practice basic clinical nursing skills and techniques in the care of older adults in a variety of environments and health care settings. (37-93)

NUR 115 Maternity Nursing 3 Sem Hrs
Prerequisite: Completion of NUR 101B or NUR 162. Presents nursing care of the childbearing family. Focus on distinguishing normal from abnormal conditions and interventions to promote a safe, satisfying childbirth experience. Provides clinical opportunities to employ the nursing process in selected health care settings. Credit can be earned in NUR 115 or NUR 105, but not both. (25-65)

NUR 116 Pediatric Nursing 3 Sem Hrs
Prerequisite: Completion of NUR 101B or NUR 162. Presents nursing care of the child and family experiencing illness/hospitalization. Emphasizes on principles of growth and development, and bio-psycho-social needs of clients from infancy through adolescence. Provides clinical opportunities to employ the nursing process in selected health care settings. Credit can be earned in NUR 116 or NUR 106, but not both. (25-65)

NUR 119 Mental Health Nursing 3 Sem Hrs
Prerequisite: NUR 101B or NT 163. Provides opportunities, in selected health care/mental health agencies, to apply pertinent theory and nursing intervention skills to care for clients and families experiencing emotional distress. Credit can only be earned in NUR 119, or NT 219, or NUR 209. (20-75)

NUR 125 Strategy For Success 2 Sem Hrs
Prerequisite: Current validation for RN nursing program. Identifies potential barriers to success in nursing programs. Provides strategies and skills to enhance success. Emphasizes critical thinking, problem-solving, conceptual thinking, and study skills related to reading, writing and test taking. Includes time management, stress reduction, learning styles, communication skills and building self-esteem techniques. (30-0)

NUR 240 Basic Nursing Care of the Adult Client 9 Sem Hrs
Prerequisite: NUR 115, 116, 119 with a minimum grade of "C" (2.0). Emphasizes basic nursing care of the adult client. Includes commonly occurring medical or surgical health care problems related to sensory and motor function, gas exchange and transportation of substances to and from the cells, alterations in endocrine, musculoskeletal, immunologic, genitourinary, gastrointestinal, gynecological, integument and neurologic function. (75-180)

NUR 250 Nursing Care and Management Throughout the Health Continuum 9 Sem Hrs
Prerequisite: NUR 240 or NUR 209 with minimum grade of "C" (2.0). Emphasizes concepts, principles, and skills, expected for entry level nursing practice, in regards to the three NLN/ADN roles; Provider of Care, Manager of Care, and Member within the Discipline of Nursing. Provides opportunities to enhance nursing practice skills related to these roles in care of clients in acute, home health, and long-term care settings. Incorporates Orem's self-care theory and Erickson's psychosocial stages of development for complex decision making. (45-270)

NUR 285 Pharmacology: A Nursing Perspective 4 Sem Hrs
Prerequisites: Completion of BIO 132 and MTH 117 with a minimum grade of C (or equivalent skills). Presents the basic foundation of pharmacology. Offers drug information in group classification format and includes drug indications, action, contraindications, side effects, implications for administration, and related client/family teaching. Integrates anatomy and pathophysiology, microbiology on drug administration concepts. Student needs an understanding of algebra and calculation of dosages. (60-0)

NUR 290-299 Special Projects in Nursing O

NURSING TRANSITION COURSES

NT 161 Transition - Basic Principles of Adult Care 2 Sem Hrs

Prerequisite: LPN Licensure, 1 year full time-equivalent work experience and validation for nursing program. Utilizes nursing process as the framework for learning basic nursing concepts. Solidifies knowledge related to aseptic technique, nutritional requirements, medication administration, fluid and electrolyte regulation and acid-base balance. Credit may be earned in NUR 161 or NT 161 but not both. (30-0)W

NT 162 Role and Function of the RN 2 Sem Hrs

Discusses the role and function of the registered nurse, including history of nursing, nursing theorists and social policy. Emphasizes communication and math skills, ethical and legal implications for nursing, educational preparation for various nursing roles, image of nursing, political action, theories and models of practice, teaching/learning principles, concepts of ethnic and cultural diversity. Credit may be earned in NUR 162 or NT 162 but not both. (30-0)W

NT 163 Advanced Principles of Adult Care for the LPN 5 Sem Hrs

Prerequisite: NT 161 and NT 162 with a grade of "C" (2.0). Applies nursing process to the care of the adult patient. Studies occurring health care problems related to sensory and motor function, gas exchanges, transportation of substances to and from the cells, alterations in endocrine, musculoskeletal, immunologic and neuro function. Credit may be earned in NUR 163 or NT 163 but not both. (45-90)S

NT 215 Transition-Maternity Nursing 3 Sem Hrs

Prerequisite: NT 163 with a grade of "C" or better. Presents nursing care of the childbearing family. Focuses on distinguishing normal from abnormal conditions and interventions to promote a safe, satisfying experience. Provides clinical opportunities to employ the nursing process in selected health care settings. Credit may be earned only NT 215, NUR 105, NUR 115, or NUR 164. (20-75)F

NT 216 Transition-Pediatric Nursing 3 Sem Hrs

Prerequisite: NT 163 with grade of "C" (2.0). Presents nursing care of the child and family experiencing illness/hospitalization. Emphasizes principles of growth and development, and bio-psycho-social needs of clients from infancy through adolescence. Provides clinical opportunities to employ the nursing process in a variety of health care settings to best meet the learning needs of the transition student. Credit may be earned only in NT 216, NUR 106, NUR 116, or NUR 164. (20-75)F

NT 219 Transition-Mental Health Nursing 3 Sem Hrs

Prerequisite: NT 163 with grade of "C" (2.0). Provides opportunities, in selected health care/mental health agencies, to apply pertinent theory and nursing intervention skills to care for clients and families experiencing emotional distress. Credit may be earned only in NT 219, NUR 209, or NUR 119. (20-75)F

NT 290-299 Special Projects in Nursing Transition O

OFFICE SYSTEMS EDUCATION COURSES

OSE 105 Time Management 1 Sem Hr

Develops skills in time management using a traditional planner as well as electronic scheduling systems. (15-0)

OSE 108 Personal Keyboarding 1 Sem Hr

Introduces the touch system of keyboarding and basic word processing functions, features, and commands necessary to produce letters and reports on the computer. Outside lab assignments are required. (15-0) O

OSE 116 Introduction to the Medical Office 2 Sem Hrs

Introduces the pegboard system including day sheets, patient ledgers and receipts; emphasizes the accurate recording of charges, payments and adjustments. Also introduces basic accounting procedures including journalizing, posting, banking, payroll, and preparation of the income statement and balance sheet. (30-0) FWD

OSE 145 Integrated Office Systems 4 Sem Hrs

Prerequisite: OSE 170 or demonstrated typing skill. Office systems technology will be introduced through the study of terminology, employee roles, electronic equipment, office environments, and electronic office procedures. Integrated office applications will be studied through the use of word processing, database, spreadsheet and operating system software. Projects are assigned on microcomputers. (60-0) FW

OSE 150 Business English 3 Sem Hrs

Emphasizes the development of sound English usage skills. Emphasizes language skills that will enable students too perform effectively and efficiently in an information-based work environment. (45-0)

OSE 151 Business Communication I 3 Sem Hrs

Prerequisite: OSE 150 with a C (2.0) grade minimum or satisfactory assessment score. Includes principles and composition of effective basic business letters and memos as well as accuracy in grammar, spelling, punctuation, sentence structure, and format. Keyboarded assignments are required. (45-0)

OSE 152 Business Communication II 3 Sem Hrs

Prerequisite: Business Communication I (OSE 151) with a C (2.0) grade minimum.. Studies effective verbal and nonverbal communication in business. Emphasizes audience reaction, logical organization, tone, clarity, and accuracy. Involves career information, the research process, and reporting. (45-0)

OSE 153 Police Report Writing 1 Sem Hr

Prerequisite: Concurrent enrollment in CJ 101, LWT 175, and LW 280. Requires a grade of "C" (2.0) or better to complete the Basic Police Training Academy. Develops and enhances writing skills necessary to law enforcement including preparation of police reports, incident reports, summaries of witness and complaint interviews, and criminal case summaries. (15-0)

OSE 155 Editing 2 Sem Hrs

Prerequisite: OSE 151 and OSE 171 or demonstrated typing skills. Develops proofreading and editing skills. Reviews business writing principles and the use of revision symbols. Emphasizes revising both format and content of business documents. (30-0)

OSE 157 Filing 2 Sem Hrs

Prerequisite: OSE 170 or equivalent. Covers principles and practices of effective records management for manual and automated records systems using alphabetic, numeric, chronologic, and subject methods. Introduces database concepts needed for understanding automated records storage and retrieval methods including adding, modifying, sorting, designing, searching, and printing. (30-0)

OSE 166 Office Externship 3 Sem Hrs

Prerequisite: Minimum 25 credits completed in Administrative Assistant program. Student must apply for placement in OSE 166 in semester previous to anticipated placement. Integrates and reinforces the student's academic studies with related work of at least 150 hours at a designated work site. Seminars will be held on campus as a forum of discussion for career enhancement. (15-150)

OSE 170 Keyboarding 2 Sem Hrs

Develops the touch system of the alphabetic, numeric, symbol keys and the 10-key pad of the microcomputer keyboard. Provides individualized arrangement for students with physical limitations. (30-0)

OSE 171 Document Processing: Beginning 3 Sem Hrs
Prerequisite: OSE 170 with C (2.0) grade minimum or keyboarding skill. Provides skill improvement, introduction to current business letter and report styles, and basic formatting skills of page layout, centering, tabs, and multi-page documents using the microcomputer. Before advancing to OSE 172, students may need to take a skill building course, e.g. OSE 178 or OSE 179. (45-0)

OSE 172 Document Processing: Intermediate 3 Sem Hrs
Prerequisite: OSE 171 with a "C" (2.0) grade minimum or equivalent. Develops speed and accuracy in producing business and personal letters, rough drafts, manuscripts, outlines and tables using a microcomputer. (45-0)

OSE 175 Electronic Calculation 2 Sem Hrs
Prerequisite: MTH 102 or appropriate assessment score. Develops the touch system of data entry for addition and incorporates the functions of addition, subtraction, multiplication, and division for various business applications using electronic calculating tools. (30-0)

OSE 178 Keyboard Skillbuilding I 2 Sem Hrs
Prerequisite: OSE 170 or equivalent. Emphasizes the development of keyboarding speed and accuracy using the Cortez Peters Championship Typing program. For students with keyboarding experience and/or skill up to 45 wpm. May be taken concurrently with OSE 171--Keyboarding II: Format or OSE 172--Keyboarding III: Intermediate. Outside lab assignments are required. (30-0)

OSE 179 Keyboard Skillbuilding II 2 Sem Hrs
Prerequisite: OSE 171 or equivalent. Emphasizes the development of keyboarding speed and accuracy using the Cortez Peters Championship Typing program. For students typing 45 or more words per minute. May be taken concurrently with OSE 172--Keyboarding III: Intermediate or OSE 273--Keyboarding IV: Advanced. Outside lab assignments are required. (30-0)

OSE 197 DPT - Page Layout/Design 2 Sem Hrs
Prerequisite: CST 146 or OSE 195 or OSE 196; (all with a minimum grade of C or 2.0). Provides advanced skills in desktop publishing emphasizing page layout and design. Students will produce, manage, and save graphic images using graphic drawing/painting, clipart and scanning programs; will explore scanning and manipulation of photographs; and will learn gray scale reproduction techniques. Outside lab assignments will be required. (30-0) W

OSE 202 MM II: Advanced Presentation Graphics 2 Sem Hrs
Prerequisites: CIS 201 or CST 147. Develops advanced skills in professional electronic presentations by incorporating video/sound clip files, animation sequences, voice overs, and explores gray-scale and 24-bit color to produce a sequence of visuals for a variety of professional settings. (30-0)W

OSE 254 Medical Insurance I 3 Sem Hrs
Prerequisite: HSC 105 and BIO 101 with a minimum grade of C (2.0) or permission of instructor. Includes diagnostic and procedure coding; basic insurance concepts and terminology used by health insurance carriers; completion of claim forms for commercial insurance companies, Blue Cross-Blue Shield of Michigan, Medicare and Medicaid. (45-0) F

OSE 255 Medical Insurance II 3 Sem Hrs
Prerequisite: OSE 254 with a minimum grade of C (2.0) or permission of instructor. An in-depth study of Michigan insurance claims processing including case study, coordination of benefits, adjustments, deductibles, co-pays, posting of payments and resolution of reimbursement problems. Insurance claims for commercial carriers, Blue Cross-Blue Shield, Medicare, Medicaid and CHAMPUS. (45-0) W

OSE 260 Medical Transcription 3 Sem Hrs
Prerequisite: OSE 172, BIO 101, and HSC 105 completed with a minimum grade of C (2.0) or equivalent. Introduces cassette transcription machine operation and microcomputer to record physicians' dictation of medical progress notes, operative reports, letters and miscellaneous medical documents. Incorporates extensive practice and application of medical terminology, spelling, grammar, punctuation, capitalization. Uses various medical form formats. (45-0)F

OSE 266 Medical Office Practice 3 Sem Hrs
Prerequisites: Sophomore standing, OSE 151, OSE 172, and OSE 260 with a "C" (2.0) grade minimum. Integrates medical office correspondence, reports, billing, appointments, medical records, medical-legal issues, priority setting and electronic medical office management. Stresses job-task analysis and human relations. (45-0) W

OSE 268 Professional Office Procedures 3 Sem Hrs
Prerequisites: OSE 145 and OSE 151 and OSE 172 and CST 151 or CIS 132 and CST 257 or CIS 260. "C" (2.0) grade minimum. Develops various office concepts and skills through the integration of specialized software packages, job-task analyses and human relation skills. Discusses current office topics such as business etiquette, prioritizing, and screening phone calls. (45-0)

OSE 273 Document Processing: Advanced 3 Sem Hrs
Prerequisites: OSE 172 with a "C" (2.0) grade minimum or equivalent. Develops excellence and refinement of vocational skills and office production jobs using a microcomputer. Provides practice in keyboarding communications used in different professional and business fields. (45-0)

OSE 285 Office Technology 3 Sem Hrs
Prerequisite: Minimum of 25 credit hours completed in Administrative Assistant program or permission of instructor. Introduces students to technological innovations in business and industry. Includes topics such as electronic communication, audio conferencing, video conferencing, and source document automation including voice recognition. Requires on-site visitation. (45-0) W

OSE 290-299 Special Projects in Office Systems Education O

PHILOSOPHY COURSES

PHL 203 Business Ethics 3 Sem Hrs
Study of basic ethical concepts such as dignity, privacy, and rights. Serves as a foundation for analysis of ethical conflict situations arising specifically in a business environment. Designed to reinforce the ability to make cogent, well-reasoned decisions in the context of ethical conflicts surrounding such topics as affirmative action, consumer rights, employee rights, loyalty, whistle-blowing and the environment. Credit may be earned in PHL 203 or GB 203 but not in both. (45-0) FW

PHL 211 Introduction to Philosophy 3 Sem Hrs
Designed to acquaint the student with some of the fundamental philosophical questions that have confronted mankind and evaluate various ways of answering these questions. (45-0) FW

PHL 213 Introduction to Ethics 3 Sem Hrs
Investigates the age-old questions of what's right, what's wrong, and how to know the difference. Through conversation, reading and writing, students explore practical issues such as, abortion, mercy killing, suicide, sex, animal rights, and social inequality. This course is designed to improve students' decision making, thinking, writing, reading and speaking skills and to increase their knowledge and understanding of conflicting values. (45-0) FW

PHL 214 Philosophy of Religion 3 Sem Hrs
Investigates the rationality of religious beliefs, and the meaning of religious practices, religious language and questions of evidence. Focuses on questions concerning proof of the existence of a deity, the problem of evil, the interpretation of mystical experience, the nature of religious faith and more. (45-0) FW

PHL 215 Health Care Ethics 3 Sem Hrs
An introduction to moral problems encountered within the health care environment. Includes the identification of ethical issues, the learning of various ethical principles, and the analysis of ethical conflicts. Topics such as euthanasia, experimentation, the right to provide or deny health care, definitions of death, informed consent, allocation of medical resources, and humanizing the health care environment. (45-0) FW

PHL 221 Critical Thinking and Logic 4 Sem Hrs
Development of critical thinking skills through the study of formal and informal logic. Analysis of fallacies, methods of clear argumentation, syllogisms, inductive logic, scientific method and rational decision-making. (60-0) FWS

PHL 230 Bioethics 2 Sem Hrs
Addresses basic ethical concepts such as rights and duties, intrinsic and instrumental values, autonomy and the principle of utility. Includes confidentiality, veracity, paternalism, informed consent, abortion, and euthanasia. Uses case studies to develop decision-making abilities. (30-0)

PHL 231A Bioethics in Nursing A .3 Sem Hr
Prerequisites: PHL 215 or 230. Must be taken concurrently with NUR 115, NUR 116, and 119 or NT 163. Utilizes basic ethical concepts to analyze ethical cases, topics, and issues encountered in the clinical studies of RN nursing students. (5-0)

PHL 231B Bioethics in Nursing B .3 Sem Hr
Prerequisites: PHL 215 or PHL 230. Must be taken concurrently with NUR 240 or NT 215, 216, 219. Utilizes basic ethical concepts to analyze ethical cases, topics, and issues encountered in the clinical studies of RN nursing students. (5-0)

PHL 231C Bioethics in Nursing C .4 Sem Hr
Prerequisites: PHL 215 or PHL 230. Must be taken concurrently with NUR 250. Utilizes basic ethical concepts to analyze ethical cases, topics and issues encountered in the clinical studies of RN nursing students. (5-0)

PHL 240 Social and Political Theory 3 Sem Hrs
Examines past and present political and social systems from theoretical perspective. Entails comparison and evaluation of major ideologies and philosophies of the relationship of individuals to political and social institutions. Political systems such as socialism, communism, fascism, anarchism and liberalism explored. Credit may be earned in PHL 240 or POL 240 but not in both. (45-0) O

PHL 250 Philosophy of Science and Technology 3 Sem Hrs
Investigates the nature of science as social process and as product; the nature and role of creativity in scientific and technological research; the influence of society and politics on technology and scientific thinking and research; the uses of technology; myths about science and technology; the role of inductive and deductive logic in the scientific process; the nature and conditions of a good test of an hypothesis and theory; the nature of scientific evidence; science as debate in process and as established knowledge. (45-0)

PHL 260 Philosophy Seminar 3 Sem Hrs
Prerequisite: Students must have completed one philosophy course. Intensive examination and critical analysis of a specific philosopher's works or a specific philosophical issue within any branch of philosophy, e.g., ethics, metaphysics, epistemology, social or political philosophy. Designed as a seminar for the advanced student. (45-0) FW

PHL 290-299 Special Projects in Philosophy O

PHOTOGRAPHY COURSES

PHO 100 Elements of Color Photography 3 Sem Hrs
Introduces technical operations of 35 mm cameras in the color medium. Improves quality and design of photographs and develops aesthetic awareness and visual literacy. Credit may be earned in ART 100, ART 100a, PHO 100 or PHO 100A but not in more than one. (45-0)

PHO 101 Photography I 3 Sem Hrs
Basic aesthetic problems of photography including: a historical and critical context for looking at and making photographs; concurrent darkroom practice which includes black and white film; print development and camera operations. Additional lab hours to be arranged. (45-30) FW

PHO 102 Photography II 3 Sem Hrs
Prerequisite: PHO 100 or 101 or permission of instructor. Additional foundations of black and white photography, directed to improve skills while also introducing specialty films and techniques. Experiments include infrared and Kodalith films, solarization, reticulation, and montage problems. Additional lab hours to be arranged. (45-30) FW

PHO 107 Photographic Printmaking 3 Sem Hrs
Exploration of a variety of image-making possibilities through the printing of objects, found pictures, photographic negatives and the photographic collage. Intent is to combine a mixture of contemporary materials and antique processes. Printing methods cover: Cyanotype, Van Dyke Brown, Kwik Print, liquid silver emulsion, and photographic silkscreen. (45-30) O

PHO 202 Color Photography I 3 Sem Hrs
Prerequisite: PHO 100 or PHO 101 or equivalent. Fundamental techniques of color negative films and printing materials, with a study of the history and aesthetic concerns of the media. Projects will focus on a variety of visual approaches. The documentary style, photo illustration, the commercial assignment and the artistic viewpoint. Additional laboratory time to be arranged beyond the scheduled lecture/laboratory. Formerly PHO 105 Color Photography. (45-30) O

PHO 290-299 Special Projects in Photography O

PHYSICS COURSES

PHY 101 Applied Physics 4 Sem Hrs
Prerequisite: Successful completion (minimum grade of "C", 2.0) of MTH 097 or equivalent. Introduces the basic physical principles involving mechanics, fluids, heat, conservation of energy, and electricity. (60-30)

PHY 111 General Physics I 4 Sem Hrs
Prerequisites: Trigonometry or high school physics and MTH 119 or equivalent. Designed to familiarize the student with basic physical principles involving mechanics, heat, and sound. (60-45)

PHY 112 General Physics II 4 Sem Hrs
Prerequisite: PHY 111. Designed to familiarize the student with basic physical principles involving electricity, magnetism, light, and modern physics. (60-45)

PHY 211 Physics I 5 Sem Hrs
Prerequisites: MTH 161. High school physics recommended. Designed to familiarize science and engineering majors with basic physical principles involving mechanics, heat, and sound. (75-45)

PHY 212 Physics II 5 Sem Hrs
Prerequisites: PHY 211 and MTH 162. Designed to familiarize science and engineering majors with basic physical principles involving electricity, magnetism, light, and modern physics. (75-45)

PHY 290-299 Special Projects in Physics O

POLITICAL SCIENCE COURSES

POL 103 Introduction to American Government 3 Sem Hrs
Organizations and functions of the political, electoral, legislative, administrative, and judicial processes of federal, state, and local governments. Credit may be earned in POL 103 or POL 111 but not in both. (This course satisfies the American Government graduation requirement in all curricula.) (45-0)

POL 111 American Government and Politics 4 Sem Hrs
A study of the American political system utilizing the techniques of political science. Particular emphasis is placed on the organization and functioning of the electoral, legislative, administrative, and judicial process of the national government. Comparisons are made between federal, state, and local governments. Recommended for pre-law or social science majors or minors. Credit may be earned in POL 111 or POL 103 but not in both. (This course satisfies the American Government graduation requirement in all curricula.) (60-0) FW

POL 112 State and Local Governments 3 Sem Hrs
Examines the development, structure, organization and problems of the state and local units of government, along with their relation to the federal government. (45-0) O

POL 220 Minority Group Politics 3 Sem Hrs
Prerequisite: A course in political science or permission of the instructor. An examination of the dynamics of minority group politics in the American political system. The nature, role, techniques, and objectives of ethnic groups will be analyzed, with special emphasis on the Afro-American and the Mexican-American. (45-0) FW

POL 221 Comparative Government 3 Sem Hrs
Studies major European and selected non-western political systems. Emphasizes the techniques of comparative analysis and concepts of modernization, political development, and political culture. (45-0) O

POL 225 International Relations 3 Sem Hrs
Analyzes continuity and change in the international system. Emphasizes the development of the nation-state system, cold war politics, colonialism, problems of political stability, and the role of regional and international organizations. (45-0) O

POL 228 Constitutional Issues 3 Sem Hrs
A study of contemporary constitutional controversies set against their historical background. Typical issues discussed include: death penalty; abortion; euthanasia; freedom of the press vs. national security; presidential and congressional control of foreign policy; the insanity plea; and affirmative action. (45-0) O

POL 229 Political Terrorism 3 Sem Hrs
A study of state- and non-state sponsored terrorism: definition, origins, purposes, and nature of terrorism; tactics and weapons; objects and audiences; responses of objects and audiences: theory and case studies. (30-0) O

POL 241 Contemporary Feminist Thought 3 Sem Hrs
Provides a theoretical introduction to feminist thought and relates feminist thought to American political thought and American society. (45-0) O

POL 268 International Studies in Political Science 1-4 Sem Hrs
The student will elect to do either a survey study of the overall political system of a country other than the United States or an in-depth study of one or more aspects of that political system. Overseas study is an integral part of the course. Expenses for travel and overseas study must be borne by the student. (60-0) O

POL 275 The Vietnam War 3 Sem Hrs
An interdisciplinary examination of the Vietnam War from its earliest beginnings as a colonial conflict to the withdrawal of American forces in 1975. The course seeks to integrate military, diplomatic and political factors in order to understand America's involvement. It also is an attempt to consider American decision-making in the broad context of the nation's global outlook and policies. Credit may be earned in POL 275 or HIS 275 but not in both. (45-0) O

POL 290-299 Special Projects in Political Science O

PRACTICAL NURSING EDUCATION COURSES

PNE 101 Fundamentals of Practical Nursing 8 Sem Hrs
Prerequisite: Validation for PN Program course work. Focuses on the Nursing Process as applied to basic human needs, introduces concepts and theories related to holistic patient care and health education. Includes nutrition, cultural, psychosocial, and legal aspects pertaining to practical nursing. Includes opportunities to practice basic clinical nursing skills and techniques in the care of adults in selected clinical facilities. (75-150)F

PNE 102 Care of Adult I 8 Sem Hrs
Prerequisite: PNE 101, PNE 110 with a minimum grade of C. Emphasizes application of the nursing process in the care of the adult medical-surgical patient. Includes major concepts related to immunity, fluid and electrolyte balance, acid-base balance, communication, teaching-learning, nutrition, pre- and post-operative care, oncology, neurosensory, endocrinology, and musculoskeletal systems. (75-135)W

PNE 103 Maternal Child Care Nursing 5 Sem Hrs
Prerequisite: Completion of PNE 104 with minimum of C grade. Introduces nursing care of the family during child-bearing and child-rearing. Focuses on basic family-centered maternity care, growth and development, and care of pediatric patients and their families with common well-defined problems. Includes observation and selected hands-on experiences in clinical facilities. (60-45)S

PNE 104 Care of Adult II 8 Sem Hrs
Prerequisite: Completion of PNE 102 with minimum grade of C. Focuses on care of the adult patients experiencing healing alterations related to the following systems: renal, gastrointestinal, cardiovascular, peripheral vascular, pulmonary and reproductive. Includes clinical experiences in the care of patients experiencing disease processes relative to these systems; covers care of terminally ill, home care and trauma patients. (75-135)S

PNE 110 Principles of Pharmacology for PN 1 Sem Hr
Prerequisite: Validation for PN program course work. Presents the foundation of pharmacologic principles in the treatment of clients across the life span. Includes medication administration in the clinical setting relative to the practical nurse. (15-0)F

PNE 290-299 Special Projects in Practical Nursing O

PHYSICAL SCIENCE COURSES

PSC 101 Physical Science 4 Sem Hrs
Recommended for students not majoring in the sciences. Fundamental concepts of the physical sciences are investigated and used to explore selected topics of astronomy and energy. Emphasis is directed toward a deeper understanding of the relevance of science to modern society. (45-30)

PSC 290-299 Special Projects in Physical Science O

PSYCHOLOGY COURSES

PSY 101 Applied Psychology 3 Sem Hrs

An introductory course in basic principles of human relations that may be used in business and industry. Emphasis on understanding motivation and behavior in practical situations; help in developing an appreciation of our own behavior so that students may work more successfully with supervisors and with peers. (45-0)

PSY 130 Psychology of Substance Abuse 3 Sem Hrs

A study of the predominant theories developed to explain the origins and the prevalence of substance abuse. Social deprivation, addictive personality, X-factor, need state, ignorance, peer pressure, personality defects and socialization theories will be examined. (45-0) EO

PSY 211 General Psychology 4 Sem Hrs

A study of the scientific principles underlying experience and behavior. Designed to give an understanding of human behavior in terms of the intrapsychic, behavioral, physiological, and environmental viewpoints. The course will cover basic research methods, learning, social factors, developmental changes, physiology, sensation, perception, motivation, intelligence, and personality. (60-0)

PSY 223 Child Psychology 3 Sem Hrs

Prerequisite: PSY 211 or CD 114. Provides an in-depth understanding of the emotional, intellectual, social, and physical development in children from conception through adolescence. Considers the effect of heredity, environment, culture, and values on children's behavior, as well as, the effect children have on adults' behavior. A student must earn a grade of C (2.0) or better in this course to obtain a certificate or an Associate Degree of Applied Science-in Child Development. Credit may be earned in PSY 223 or CD 115 but not in both. (45-0)

PSY 231 Theories of Personality 3 Sem Hrs

Prerequisite: PSY 211. An examination of theories of personality development from a psychodynamic, social learning and humanistic perspective. Individual theories are critiqued regarding personality development, abnormality, psychotherapy, research, and the concept of humanity. (45-0)

PSY 235 Adult Development 3 Sem Hrs

Prerequisite: PSY 211. Examines human behavior and adaptation in the adult years. Topics will include: Theories of adult development, psychological aspects of normal adulthood, and behavioral disorders due to aging. Emphasis will be placed on application of theoretical concepts and research findings. (45-0) O

PSY 241 Abnormal Psychology 3 Sem Hrs

Prerequisite: PSY 211. An examination of symptoms, and treatment of psychological disorders, including the psychodynamic, behavioral, humanistic, and neuroscience views of abnormal behavior. (45-0)

PSY 255 Psychology of Depression 2 Sem Hrs

Prerequisite: PSY 211. Defines depression with emphasis on biological aspects, cognitive and life stress approaches. Emphasizes social aspects of depression. Discusses biological and psychological treatment of depression. (30-0)

PSY 290-299 Special Projects in Psychology O

PHYSICAL THERAPIST ASSISTANT COURSES

PTA 101 Clinical Anatomy 2 Sem Hrs

Prerequisite: Admission to the Physical Therapist Assistant Program. Provides the gross anatomy concepts necessary to implement procedures utilized in physical therapy practice. (30-15) FD

PTA 102 Clinical Neuroanatomy 2 Sem Hrs

Prerequisite: PTA 101, 105 and 110 each with a C (2.0) minimum grade. Provides the neuroanatomy concepts necessary to implement procedures utilized in physical therapy practice. (30-0) WD

PTA 105 Modalities I 6 Sem Hrs

Prerequisite: Admission to the Physical Therapist Assistant program. Provides the theory, principles and technical skills of hydrotherapy, massage, ultrasound, diathermy, ultraviolet, infrared, traction, Jobst and paraffin modalities. (45-75) FD

PTA 110 Therapeutic Exercise I 3 Sem Hrs

Prerequisite: Admission to the PTA program. Introduces basic therapeutic exercise and activities of daily living (A.D.L.) (30-45) FD

PTA 120 Therapeutic Exercise 2 2 Sem Hrs

Prerequisites: PTA 101, 105, and 110 each with a C (2.0) minimum grade. Introduces the general principles, rationale, and technical skills related to rehabilitation techniques for orthopedic, neurological, medical, pediatric, and respiratory disabilities. (15-45) WD

PTA 121 Human Growth and Development 3 Sem Hrs

Prerequisite: PTA 101, 105, and 110 each with a C (2.0) minimum grade. Provides theory in and observation of normal and abnormal physical development from birth through aging. (45-0) WD

PTA 123 Clinical Medicine 1 3 Sem Hrs

Prerequisite: PTA 101, 105, and 110 each with a C (2.0) minimum grade. Introduces acute and chronic pathological conditions resulting from disease or injury that are commonly treated in physical therapy. (30-30) WD

PTA 124 PTA Clinic I 2 Sem Hrs

Prerequisite: PTA 101, 105 and 110 each with a C (2.0) minimum grade. Structures clinical experience to provide the opportunity to observe and assist with physical therapy procedures. (0-192)WD

PTA 125 Measurements Techniques 3 Sem Hrs

Prerequisite: PTA 101, 105, and 110 each with a C (2.0) minimum grade. Provides the technical skills and knowledge necessary to assist a physical therapist with goniometry, muscle testing gait/posture evaluations, and sensory/coordination assessment. (15-45) WD

PTA 205 Modalities II 2 Sem Hrs

Prerequisite: PTA 102, 120, 121, 123, 124, 125 each with a C (2.0) minimum grade. Provides the theory, principles, and technical skills necessary to perform electrotherapy and other advanced modalities. (12-24) FD

PTA 210 Therapeutic Exercise 3 2 Sem Hrs

Prerequisite: PTA 102, 120, 121, 123, 124, and 125 each with a C (2.0) minimum grade. Provides the general concepts related to sensory motor, inhibition and facilitation techniques. (18-36) FD

PTA 213 Clinical Medicine 2 1 Sem Hr

Prerequisites: PTA 102, 120, 121, 123, 124, and 125 each with a C (2.0) minimum grade. An advanced study of specific orthopedic conditions treated in the physical therapy setting. (12-15) FD

PTA 214 PTA Clinic 2 3 Sem Hrs

Prerequisite: PTA 102, 120, 121, 123, 124 and 125 each with a C (2.0) minimum grade. Structured clinical experience designed to provide the opportunity to observe and assist physical therapy procedures. (0-160) FD

PTA 215 Rehabilitation Programs 1 Sem Hr

Prerequisite: PTA 102, 120, 121, 123, 124 and 125 each with a C (2.0) minimum grade. Introduces the rehabilitation team concept and appropriate documentation skills Provides the rationale and techniques employed in the rehabilitation of persons with long-term disabilities. (13-15) FD

PTA 221 Clinical Seminar 2 Sem Hrs

Prerequisite: PTA 205, 210, 213, 214 and 215 with a C (2.0) minimum grade. Provides the opportunity for students to discuss professional, ethical and legal issues related to clinical practice. (15-15) WD

PTA 224 PTA Clinic 3 9 Sem Hrs
Prerequisite: PTA 205, 210, 213, 214 and 215 with a C (2.0) minimum grade. Structured clinical experience designed to provide opportunity for integration and refinement of the knowledge and skills necessary for entry level employment. (0-480) WD

PTA 290-299 Special Projects in Physical Therapy Assisting O

QUALITY ASSURANCE COURSES

QA 110 Quality Problem Solving Tools 1 Sem Hr
Develops basic skills in the use of charts and graphs as tools used in solving problems in a Quality Management organization. Demonstrates twenty-six tools such as Pareto chart, flow charts, cause/effect diagrams, control charts, etc. (15-0)

QA 120 Quality & Productivity Mgmt. 2 Sem Hrs
Personnel in management and supervisory positions will demonstrate the skills and insight needed to manage effectively in a quality-conscious work environment. This is done through the study of the philosophies of Deming, Juran, Crosby, Shainin, Taguchi, and with statistical problem solving techniques. (30-0) O

QA 122 ISO 9000/QS 9000 Standards 1 Sem Hr
Provides overview of the International Quality System standard, ISO 9000, and the Automotive Quality System Standard based on QS 9000. Covers the history of the standards, their elements and requirements, the level of documentation needed to prove compliance and steps a company must take to implement standards with the registration process. (15-0)

QA 124 Quality Systems I 3 Sem Hrs
Prerequisite: QA 120 or permission of instructor. Personnel in management and supervisory positions will demonstrate the skills to effectively plan and implement a quality system and show its relationship to other functions in an organization. This is done through the study of the Quality Function and its applications applied to service, business and industry. (45-0) O

QA 126 Quality Systems II 3 Sem Hrs
Prerequisite: QA 120. Demonstrates the skills to interface internal quality systems with external quality systems. Emphasizes applications for service, business and industry. (45-0) O

QA 130 Audit Preparation 1 Sem Hr
Prerequisite: QA 120. Explores how to prepare for non-financial audits with managers and supervisors. Focuses on audit function, understanding requirements, and the documentation to meet those requirements. Defines ISO-9000 and other assessment criteria. Explores applications for service, business and industry. (15-0)

QA 131 Quality Auditing 2 Sem Hrs
Explores with managers and supervisors, the preparation for and performance of non-financial audits. Focuses on selecting audit team, planning, conducting, and summarizing the audit data and issuing a written report on the audit results. Defines auditing functions, both internal and external. Explores applications for service, business and industry. (30-0)

QA 140 Measurement Systems 3 Sem Hrs
Introduces skill development in measurement analysis and measurement systems management. Emphasizes industrial measurement issues involving mechanical gauging and inspection instruments. Determines gauge and dimensional relationships along with describing the various types of industrial gauges and their usage. Explores gauge management issues and ISO 9000 requirements. (45-0)

QA 191 Quality Teamwork 1 Sem Hr
Builds the student's ability to respond to the needs of groups as a team member and a team leader. Studies team structures, roles of team members, and tools used in facilitating teams that contribute to organizational quality. Provides opportunities to model effective team operations. Credit may be earned in either QA 191 or GB 191 but not in both. (15-0) O

QA 241 Six Tools of SPC 1 Sem Hr
Designed to familiarize the student with the six statistical tools utilized in the problem solving needs of quality control. The emphasis is placed on Pareto principles, flow diagrams, brain storming, cause and effect diagrams, variability, histograms, average and range charts, median and range charts, and P charts. (15-0) FE WE

QA 244 Statistical Process Control 3 Sem Hrs
Prerequisite: MT 110. Develops skill in the use of control charts in the manufacturing process. Selects proper control chart of the process, constructs the control chart from production data, and analyzes it for statistical stability. Includes both attribute and variable data control charts. (45-0)

QA 246 Taguchi Techniques I 1 Sem Hr
Prerequisites: MTH 231 or QA 244. An overview of the Taguchi method of experimental design. Reviews the three major phases: system design; parameter design; and tolerance design; and covers the Loss Function and Signal-to-Noise Ratio. (15-0) O

QA 247 Taguchi Techniques II 3 Sem Hrs
Prerequisites: MTH 233 or QA 244. An in-depth study of the Taguchi technique of experimental design. Topics include: loss function; parameter design for minimum, nominal, and maximum targets; tolerance design under noise conditions. A Taguchi design of experiment project is required. (45-0) O

QA 290-299 Special Projects in Quality Assurance O

RADIOGRAPHY COURSES

RAD 100 Basic Science of Medical Imaging 3 Sem Hrs
Prerequisite: Admission to Radiography Program. RAD 105, RAD 110, and RAD 115 must be taken concurrently. Provides the foundation for basic radiological science. Emphasizes the fundamentals of x-ray generating equipment, basic principles of electronics for x-ray production, beam characteristics, units of measurement and electromagnetism. (30-30) F

RAD 102 Introduction to Radiography 2 Sem Hrs
Prerequisite: HSC 105 with a minimum C (2.0) grade. Provides an overview of diagnostic imaging and its role in patient diagnosis. Introduces basic principles of radiographic imaging and methods of patient care. Emphasizes the ethical and legal responsibilities of the Radiographer. Required observations in hospital diagnostic imaging departments. (30-0) W

RAD 105 Fundamentals of Radiography 2 Sem Hrs
Prerequisite: Admission to Radiography Program. Provides the student with the theory and skills necessary to operate the radiographic equipment, process radiographs and use radiographic accessory devices in the campus laboratory setting. (15-22.5) FD

RAD 110 Principles of Radiographic Exposure 1 Sem Hr
Prerequisites: Admission to Radiography Program. Provides the theory and skills necessary to analyze the diagnostic quality of a radiograph and effectively manipulate exposure variables to produce a diagnostic radiograph. (7.5-21) FD

RAD 115 Clinical Orientation 3 Sem Hrs
Prerequisites: Admission to Radiography Program plus concurrent enrollment in RAD 110. Introduces the student to the clinical setting and provides the framework necessary to accomplish the purposes and objectives of clinical education. (0-112) FD

RAD 120 Principles of Radiation Biology and Protection 2 Sem Hrs
Prerequisite: RAD 100, 105, 110, and 115 each with a minimum grade of C (2.0) plus concurrent enrollment in RAD 130. Examines biological effects of radiation on cells, organs, and systems. Emphasis is placed on standards and methods of practice and includes radiation exposure standards and radiation monitoring. (30-0) WD

RAD 130 Radiographic Procedures 1 2 Sem Hrs
Prerequisites: RAD 100, 105, 110, and 115 each with a C (2.0) minimum grade. Introduces the basic terminology of radiographic positioning. Provides the knowledge and skill necessary to perform radiographic procedures of the chest, upper extremities, and lower extremities. (15-22.5) WD

RAD 135 Clinical Education 1 6 Sem Hrs
Prerequisites: RAD 100, 105, 110, 115 each with a C (2.0) minimum grade and concurrent enrollment in RAD 140. Provides structured clinical experience necessary to perform radiographic procedures of the chest, upper extremities, and lower extremities. Weekend and evening assignments may be required. (0-285) WD

RAD 140 Clinical Seminar 1 1 Sem Hr
Prerequisites: RAD 100, 105, 110 and 115 each with a C (2.0) minimum grade and concurrent enrollment in RAD 135. A clinical overview of radiographic procedures of the chest, upper extremities and lower extremities. Provides the opportunity to correlate all aspects of a radiographic procedure. (15-0) WD

RAD 150 Radiographic Procedures 2 2 Sem Hrs
Prerequisites: RAD 120, 130, 135 and RAD 140 each with a C (2.0) minimum grade. A continuation of radiographic positioning. Provides the knowledge and skill necessary to perform radiographic procedures of the abdomen, gastrointestinal tract, biliary tract, and urinary tract. (15-22.5) SD

RAD 155 Radiographic Quality Assurance 1 Sem Hr
Prerequisites: RAD 120, 130, 135 and RAD 140 each with a C (2.0) minimum grade plus concurrent enrollment in RAD 150. Introduces the principles procedures, instrumentation, and testing methods used for quality control of the radiographic imaging system. (15-0) SD

RAD 160 Clinical Education 2 7 Sem Hrs
Prerequisite: RAD 120, 130, 135, and 140 each with a C (2.0) minimum grade and concurrent enrollment in RAD 165. Provides structured clinical experience necessary to perform radiographic procedures of the abdomen, biliary tract, gastrointestinal tract, and urinary tract. Weekend and evening assignments may be required. (0-395) S

RAD 165 Clinical Seminar 2 1 Sem Hr
Prerequisites: RAD 120, 130, 135 and 140 each with a C (2.0) minimum grade and concurrent enrollment in RAD 160. A clinical overview of radiographic procedures of the abdomen, gastrointestinal tract, biliary tract, and urinary tract. Provides the opportunity to correlate all aspects of a radiographic procedure. (15-0) SD

RAD 210 Pathology in Radiography 2 Sem Hrs
Prerequisites: RAD 150, 155, 160 and 165 each with a C (2.0) minimum grade. The course will overview the pathological processes that occur as a consequence of aging, disease, heredity, or trauma. The effects of pathology on the radiographic image will be correlated with the techniques used to best manifest the pathological condition. Adjustments in the radiographic procedures or technical factors because of pathology will be stressed. (30-0) FD

RAD 215 Radiographic Procedures 3 2 Sem Hrs
Prerequisites: RAD 150, 155, 160 and 165 each with a C (2.0) minimum grade. A continuation of radiographic positioning. Provides the knowledge and skill necessary to perform radiographic procedures of the shoulder girdle, bony thorax, cervical spine, thoracic spine, lumbar spine, pelvis, and hips. (15-22.5) FD

RAD 220 Clinical Education 3 7 Sem Hrs
Prerequisites: RAD 150, 155, 160, 165 each with a C (2.0) minimum grade and concurrent enrollment in RAD 225. Provides structured clinical experience necessary to perform radiographic procedures of the shoulder girdle, bony thorax, cervical spine, thoracic spine, lumbar spine, pelvis, and hips. Weekend and evening assignments may be required. (0-395) FD

RAD 225 Clinical Seminar 3 1 Sem Hr
Prerequisites: RAD 150, 155, 160, 165 each with a C (2.0) minimum grade and concurrent enrollment in RAD 220. Provides a clinical overview of radiographic procedures of the shoulder girdle, bony thorax, cervical spine, thoracic spine, lumbar spine, pelvis, and hips. Provides the opportunity to correlate all aspects of a radiographic procedure. (15-0) FD

RAD 235 Radiographic Procedures 4 2 Sem Hrs
Prerequisites: RAD 210, 215, 220 and 225 each with a C (2.0) minimum grade. A continuation of radiographic positioning. Provides the knowledge and skill necessary to perform radiographic procedures of the skull and facial cranium. (15-22.5) WD

RAD 240 Special Procedures 3 Sem Hrs
Prerequisites: RAD 210, 215, 220 and, 225 each with a C (2.0) minimum grade. Introduces the more sophisticated and technically involved imaging procedures used in diagnostic radiology. Provides a basis for understanding the role of the radiographer in the area of special procedures. (45-0) WD

RAD 245 Clinical Education 4 7 Sem Hrs
Prerequisites: RAD 210, 215, 220, and 225 each with a C (2.0) minimum grade and concurrent enrollment in RAD 250. Provides structured clinical experience necessary to perform radiographic procedures of the skull and facial cranium. Weekend and evening assignments may be required. (0-395) WD

RAD 250 Clinical Seminar 4 1 Sem Hr
Prerequisites: RAD 210, 215, 220, and 225 each with a C (2.0) minimum grade and concurrent enrollment in RAD 245. A clinical overview of radiographic procedures of the skull and facial cranium. Provides the opportunity to correlate all aspects of a radiographic procedure. (15-0) WD

RAD 260 Clinical Education 5 5 Sem Hrs
Prerequisite: RAD 235, 240, 245 and RAD 250 each with a C (2.0) minimum grade. Provides structured clinical experience to perform advanced level radiographic procedures. Optional rotations through specialty areas may be provided. Weekend and evening assignments may be required. (0-200) S

RAD 290-299 Special Projects in Radiography O

RESIDENTIAL CONSTRUCTION COURSES

RC 101 Construction Print Interpretation 3 Sem Hrs
Instruction in this course includes trade terminology and description of the various views of working drawings, pictorial drawings, and the basic procedures in development of these drawings. Also included is the interpretation of specifications and job information as they pertain to construction and layout. Credit may be earned in either RC 101 or SKCT 111 but not both. (45-0) FD WE

RC 102 Building Materials 3 Sem Hrs
Introduces basic construction materials; properties, recommended use, space requirements, methods of finishing, building code implications, and energy conservation applications. Credit may be earned in RC 102 or ARC 101 but not in both. (45-0)

RC 104 Construction Lab I 3 Sem Hrs
A study of the care and use of woodworking tools. Included is: tool terminology, purpose and uses of various tools and the functional principles of woodworking hand tools, including those which are power or pneumatically driven. (15-60) FD WE

RC 105 Building Site Surveying 3 Sem Hrs
Studies fundamentals of site analysis, including utility services, metes and bounds, solar access and restrictions. Teaches elements of surveying including use of instruments, leveling, measurement of angles and distances, contours, location of site elements and development of a site plan from field data. Interprets engineering surveys, introduces landscape design, and studies computer aided design examples. Credit may be earned in RC 105 or ARC 221 but not in both. (45-0)

RC 106 Concrete and Foundations 4 Sem Hrs
Prerequisite: RC 102. Studies practical methods and procedures of preparing and setting concrete forms for such areas as basement floors, garage floors, driveways, sidewalks, patios, etc. (45-30) WD

RC 108 Construction Safety 2 Sem Hrs
Studies Occupational Safety and Health Administration (OSHA) safety and health standards required of residential builders. Includes training in first aid and cardio-pulmonary resuscitation (CPR) to treat on-the-job inquiries. Students will produce a MIOSHA approved safety program. (30-0)

RC 109 Residential Drafting 4 Sem Hrs
Teaches fundamentals of architectural drafting including linework emphasis, lettering design, symbol applications, multiview projections relative to architectural drawings, one point perspective, two point perspective, graphic design elements, and presentation of floor plans, sections and elevations. Studies space requirements and method or representing basic residential elements. Includes demonstrations and instruction in basic procedures of CAD. Credit may be earned in ARC 105 or RC 109 but not in both. (45-45)

RC 113 Carpentry Math 2 Sem Hrs
Prerequisite: Students scoring 19 or higher on the numerical skills portion of ASSET can waive this course. Acquaints students with basic mathematical processes relating to construction and includes practical demonstrations. Covers fractions, decimals, ratios and percentages. Credit may be earned in either RC 113 or SKCT 113 but not both. (30-0)

RC 114 Framing Square 3 Sem Hrs
Prerequisite: RC 113 or the appropriate score on the colleges current assessment instrument. Uses the framing square in construction. Credit may be earned in either RC 114 or SKCT 114 but not in both. (45-0)

RC 130 Tech Math/Electrical 3 Sem Hrs
Prepares the student for the study of electrical theory, conduit fabrication, code calculations and other job skills to allow the student to be successful and productive in the electrical construction industry. Prepares students to meet the Bureau of Apprenticeship Training math standards. (45-0)

RC 132 Introduction to Residential Wiring 3 Sem Hrs
Introduces students to the basic procedures involved in residential wiring. Involves discussion and demonstration of procedures and techniques relevant to residential wiring. (45-30)

RC 200 Construction Contracting Rules and Regulations 3 Sem Hrs
Introduction to contracting laws, rules, and regulations as they apply to residential builders. Covers builder's law, builder's license, insurance, deeds and abstracts, loans and land development. (45-0) FD

RC 201 Rough and Outside Framing 4 Sem Hrs
Prerequisite: RC 104. Instruction in the techniques of construction used in all phases of framing and exterior finishing. (30-60) FD

RC 202 Building Materials Estimation 3 Sem Hrs
Prerequisite: RC 101. Introduces methods and procedures commonly used in determining the costs of construction materials. Credit may be earned in RC 202 or ARC 204 but not in both. (45-0)

RC 203 Construction Laboratory II 2 Sem Hrs
Prerequisites: RC 104 and 114. A course designed to allow time for practical application of the various construction procedures that are typically encountered on the job. Problem solving is a feature of this course. (15-60) FD

RC 204 Inside Finishing and Hardware 3 Sem Hrs
Prerequisites: RC 104 and 114. Instruction includes principles of interior construction, joinery and installation, and finishing of all types of interior trim. (45-30) WD

RC 205 Cabinet Making and Millwork 5 Sem Hrs
Prerequisite: RC 104. Studies the construction, placement, and installation procedures of cabinets used in residential buildings. (45-60)

RC 206 Plumbing, Heating, and Electrical Equipment 3 Sem Hrs
Prerequisite: RC 101. Designed to study equipment installation as it pertains to construction and carpentry. Credit may be earned in RC 206 or ARC 111 but not in both. (45-0) WD

RC 211 Elements of Structural Design 3 Sem Hrs
Reviews basic mechanics. Analyzes live and dead loads on simple structural members. Teaches use and limitations of wood, steel and concrete handbooks in structural design. Emphasizes use of structural calculations with micro-computers and calculators in solving basic structural problems. Credit may be earned in RC 211 or ARC 211 but not in both. (45-0)

RC 212 Building Systems Components 3 Sem Hrs
Provides a comprehensive overview of the various types of construction design and structural capabilities. Covers framing techniques and the application of relevant materials. Design and application of different types of interior and exterior materials are stressed. (45-15) O

RC 290-299 Special Projects in Residential Construction O

REAL ESTATE COURSES

RE 150 Real Estate Fundamentals 3 Sem Hrs
Designed to acquaint the student with the principles of real estate including fundamentals, legal concepts, real estate licensing, brokerage, financing, and appraising. Upon presentation of a Real Estate Sales License to the chairperson of the business division of Delta College, Delta College will grant 3 hours of credit for RE 150 for prior learning experience. (45-0) O

RE 280 Real Estate Principles 8 Sem Hrs
Includes all materials from the Michigan Association of Realtors Realtor Institute GRI I, GRI II, and GRI III. In order to declare this curriculum and to receive the Real Estate Associate Degree, students must successfully complete the GRI courses through the Michigan Association of Realtors. Upon presentation of a copy of the GRI certificate to the chairperson of the business division of Delta College, Delta College will grant 8 hours of credit in RE 280 for prior learning experience. (180-0)

RE 284 Real Estate Valuation 3 Sem Hrs
Intended to serve the educational requirement of the State of Michigan Real Estate Valuation Specialist. Upon presentation of a copy of a certificate of completion for the Real Estate Valuation Specialist License (from the State of Michigan) to the chairperson of the business division of Delta College, Delta College will award 3 credits for RE 284 for prior learning experience. (45-0)

RE 285 Real Estate Appraiser 2 Sem Hrs
Prerequisite: RE 284. Intended to serve as the remaining part of the educational requirement for a State Licensed Real Estate Appraiser. Upon presentation of a copy of a certificate of completion for a State Licensed Real Estate Appraiser (from the State of Michigan) to the chairperson of the business division of Delta College, Delta College will award 2 credits for RE 285 for prior learning experience.

RE 290-299 Special Projects in Real Estate O

REFRIGERATION/HEATING & AIR CONDITIONING COURSES

RHA 121 Fundamentals of Refrigeration & A/C 3 Sem Hrs
Introduces the mechanical refrigeration cycle as it applies to residential and light commercial refrigeration and air conditioning equipment. Focuses on the functions of individual components, and develops basic skills in using various tools and related equipment. Credit may be earned in either RHA 121 or SKPT 121, but not both. (35-10)

RHA 122 Refrigeration & A/C Service I 3 Sem Hrs
Prerequisites: RHA 121, and MTH 107. Covers common types of domestic refrigerators, dehumidifiers and portable air-conditioners with particular attention to principles of construction and operation of complete refrigeration systems. Through classroom demonstrations and lab experiments, students understand theory and principles underlying repairing and practical shop work. Credit may be earned in either RHA 122 or SKPT 122, but not both. (35-10)

RHA 123 Commercial Refrigeration I 3 Sem Hrs
Prerequisite: RHA 122. Develops understanding and basic skills in the servicing of commercial units such as walk-ins, reach-ins, display cases and commercial ice makers. Emphasizes refrigeration system components and piping practices. Credit may be earned in either RHA 123 or SKPT 123, but not both. (35-10)

RHA 124 Refrigeration & A/C Service II 3 Sem Hrs
Prerequisite: RHA 122. Develops understanding and operational skills in trouble shooting domestic refrigeration and air conditioning systems. Focuses on the electrical components and system parts in frost-free, conventional and cyclematic units, and portable air conditioning units. Credit may be earned in either RHA 124 or SKPT 124, but not both. (35-10)

RHA 125 Commercial Refrigeration II 3 Sem Hrs
Prerequisite: RHA 123. Builds operational skills in servicing of commercial units such as walk-ins, reach-ins, display cases and commercial ice makers. Emphasizes electricity and electrical components and troubleshooting. Credit may be earned in either RHA 125 or SKPT 125, but not both. (35-10)

RHA 135 Heating System Fundamentals 3 Sem Hrs
Introduces various heating systems. Through lecture and demonstration, students understand the principles of heating systems and duct design. Reviews indoor air quality enhancements. (45-0)

RHA 136 Heating Service Fundamentals 3 Sem Hrs
Prerequisite: RHA 135. Introduces service on gas, fuel oil, and electric heating apparatus. Focuses on system mechanics and electrical circuits. Students gain basic skills on proper service procedures and safety. (35-10)

RHA 140 Applied Electricity I 3 Sem Hrs
Teaches students beginning electricity. Uses non-mathematical treatment of basic AC (alternating current) circuits. Includes introductory schematic symbols and circuits, Ohm's Law and Power formulas, series, parallel and simple combination circuits (not using Kirchoff, Thevenin, or Norton loop analysis), magnetism, electromagnetism, lighting and timing circuits. Includes hands-on circuit construction. Credit may be earned in RHA 140 or SKET 106 but not both. (45-0)

RHA 142 Sheetmetal Layout I 2 Sem Hrs
Develops geometrical structures, intersections by radial and triangulation methods of sheetmetal layout, the drawing of development layouts and the forming of actual models with sheetmetal. Credit may be earned in RHA 142 or SKMT 171, but not both. (30-30)

RHA 290-299 Special Projects in Refrigeration/Heating & Air Conditioning Courses O

RESPIRATORY CARE COURSES

RT 100 Basic Sciences for Respiratory Care 2 Sem Hrs
Prerequisite: High school algebra or MTH 107 with C (2.0) minimum grade within the past five years. Introduces the basic principles of math, chemistry, and physics utilized in the field of respiratory care. Emphasis is placed on the physical and chemical principles relating to liquids and gases as they provide a foundation for the study of respiratory care. (30-0)

RT 117 Basic Respiratory Care I 3 Sem Hrs
Prerequisite: Admission to the Respiratory Care Program. RT 118, RT 121, RT 126, and RT 131 must be taken concurrently. Presents the theory and application of skills required for the delivery of the basic respiratory care modalities of medical gases, humidity, and aerosol therapy. Emphasizes treatment of adult and pediatric patients with application to specific disease states. (39-12) F

RT 118 Basic Respiratory Care II 3 Sem Hrs
Prerequisite: Admission to the Respiratory Care Program. RT 117, RT 121, RT 126, and RT 131 must be taken concurrently. Presents the theory and application of skills required to control transmissible diseases, to perform an appropriate physical assessment of the respiratory care patient, and for the delivery of the basic respiratory care modalities of pharmacology, incentive spirometry, and chest physical therapy. Emphasizes treatment related to adult and pediatric patients with application to the specific disease states. (38-14) F

RT 121 Orientation to RC 2 Sem Hrs
Prerequisite: Admission to the Respiratory Care Program. RT 117, RT 118, RT 126, and RT 131 must be taken concurrently. Introduces the role of a professional respiratory therapist from an historical, professional, and management perspective as well as the clinical setting. Includes CPR for the Professional Rescuer. (15-30) F

RT 126 Clinical Education I 3 Sem Hrs
Prerequisite: Admission to the Respiratory Care Program. RT 117, RT 118, RT 121, and RT 131 must be taken concurrently. Provides the opportunity in the clinical setting to apply and practice skills learned. (0-120) F

RT 131 Artificial Airway Care and Manual Ventilation 2 Sem Hrs
Prerequisite: Admission to the Respiratory Care Program. RT 117, RT 118, RT 121, & RT 126 must be taken concurrently. Presents the theory and application of skills required to provide care of the patient with an artificial airway and manual ventilation. (26-8) F

RT 132 Adult Ventilatory Care 3 Sem Hrs
Prerequisites: RT 117, RT 118, RT 121, RT 126, and RT 131. RT 135, RT 146, and RT 149 must be taken concurrently. Presents the theory and application of skills required to provide adult mechanical ventilatory care. (39-12) W

RT 135 Diagnostics and Special Procedures 4 Sem Hrs
Prerequisites: RT 117, RT 118, RT 121, RT 126, & RT 131. RT 132, RT 146, and RT 149 must be taken concurrently. Presents the theory and application of skills required to perform arterial and mixed venous blood sampling and analysis, basic pulmonary function testing, and to interpret the results of and make recommendations for care based on these diagnostic procedures. Emphasizes the respiratory therapist's role in chest and lateral neck x-ray evaluation, bronchoscopy, and chest tube drainage. (54-12) W

RT 146 Clinical Education II 6 Sem Hrs
Prerequisites: RT 117, RT 118, RT 121, RT 126 and RT 131. RT 132, RT 135, RT 149 must be taken concurrently. Provides the opportunity to apply clinical skills with emphasis on the critically ill patient. (0-240) W

RT 149 Clinical Ed 2 Seminar 1 Sem Hr
Prerequisites: RT 117, RT 118, RT 121, RT 126, and RT 131. RT 132, RT 135, and RT 146 must be taken concurrently. Provides the opportunity to integrate the classroom and clinical activities of the concurrent courses in a seminar format. (15-0) W

RT 150 Cardiovascular Evaluation and Monitoring 3 Sem Hrs
Prerequisites: RT 132, RT 135, RT 146, & RT 149. Presents the theory and application of skills required to provide adult hemodynamic and ECG monitoring and interpretation. (41-8) S

RT 160 Transition-Technician to Therapist 2 Sem Hrs
Completion of an AMA-approved Respiratory Therapy Technician Program within the last 2 years or completion of a Technician program with at least one year of work experience in the last 2 years; or certification (CRTT) by the National Board of Respiratory Care with at least 3 years of work experience in the last 5 years. Must be taken concurrently with RT 235. Emphasis will be upon material in RT 116, 133, and 134. Successful completion of this course and RT 235 will enable technicians to enter the second year of the therapist program. Will only be offered if space in the program permits. (30-0) SD

RT 207 Cardiopulmonary Pathophysiology 3 Sem Hrs
Prerequisites: RT 150 or RT 150 and RT 160 for the transition student. RT 211, RT 212, RT 214, RT 216, RT 229, RT 226 must be taken concurrently. Presents the cause, clinical presentation, and treatment of common cardiopulmonary diseases. (45-0) F

RT 211 Advanced Cardiopulmonary Physiology 3 Sem Hrs
Prerequisites: RT 150 or RT 150 and RT 160 for the transition student. RT 207, RT 212, RT 214, RT 216, RT 229, & RT 226 must be taken concurrently. Presents the study of advanced cardiopulmonary physiology as the basis for evaluation and treatment of cardiopulmonary pathophysiology. (45-0) F

RT 212 Advanced Ventilator Management 2 Sem Hrs
Prerequisites: RT 150 or RT 150 and RT 160 for the transition student. RT 207, RT 211, RT 214, RT 216, RT 229, & RT 226 must be taken concurrently. Presents the advanced theory and application of skills required to monitor, manage, and wean patients on mechanical ventilation. (26-8) F

RT 214 Seminar I 1 Sem Hr
Prerequisites: RT 150 or RT 150 and RT 160 for the transition student. RT 207, RT 211, RT 212, RT 216, RT 226, & RT 229 must be taken concurrently. Provides an opportunity to research, write a report, and make an oral presentation on an area of interest in the field of respiratory care. (15-0) F

RT 216 Rehabilitation and Home Care 1 Sem Hr
Prerequisites: RT 150 or RT 150 and RT 160 for the transition student. RT 207, RT 211, RT 212, RT 214, RT 229 and RT 226 must be taken concurrently. Presents the theory and application of skills required to provide pulmonary rehabilitation and home care. (13-4) F

RT 226 Clinical Education III 6 Sem Hrs
Prerequisites: RT 150 or RT 150 and RT 160 for the transition student. RT 207, RT 211, RT 212, RT 214, RT 216, & RT 229 must be taken concurrently. Provides the opportunity to review the theory and practice clinical skills. (0-240) F

RT 229 Clinical Ed 3 Seminar 1 Sem Hr
Prerequisites: RT 150 or RT 150 and RT 160 for the transition student. RT 207, RT 211, RT 212, RT 214, RT 216, and RT 226 must be taken concurrently. Provides the opportunity to integrate the classroom and clinical activities of the concurrent courses in a seminar format. F (15-0)

RT 231 Maternal and Neonatal Respiratory Care 2 Sem Hrs
Prerequisite: RT 207, 211, 212, 214, and 216, 226 and 229 each with a C (2.0) minimum grade. RT 234, 240, 244 and 246 must be taken concurrently. This course will cover the respiratory changes in the mother during pregnancy, labor, and delivery. Fetal development, the birth process, cardiovascular and respiratory changes after birth, neo-natal pathophysiology and neonatal ventilators are also covered. (27-6) WD

RT 234 Seminar II 1 Sem Hr
Prerequisites: RT 207, RT 211, RT 212, RT 214, RT 216, RT 226 and RT 229 each with a C (2.0) minimum grade. RT 231, RT 240, RT 244 and RT 246 must be taken concurrently. Provides an opportunity to research, write a report, and make an oral presentation on any area of interest in the field of respiratory care. (15-0)W

RT 240 Advanced Respiratory Care Pharmacology 3 Sem Hrs
Prerequisite: RT 207, RT 211, RT 212, RT 214, RT 216, RT 226 and RT 229 each with a C (2.0) minimum grade. RT 231, RT 234, RT 244 and RT 246 must be taken concurrently. Presents the theory and application of advanced respiratory care pharmacology as it relates to cardiopulmonary pathophysiology. (45-0) W

RT 244 Optional Rotation/Special Project 1 Sem Hr
Prerequisites: RT 207, RT 211, RT 212, RT 214, RT 216, RT 226 and RT 229 each with a C (2.0) minimum grade. RT 231, RT 240, RT 234, and RT 246 must be taken concurrently. Provides an opportunity to choose a rotation or special project to meet their personal goals in the field of respiratory care. Emphasizes the design, completion, and summarization of the project. (15-0) W

RT 246 Comprehensive Clinical Education 8 Sem Hrs
Prerequisites: RT 207, RT 211, RT 212, RT 214, RT 216, RT 226 and RT 229 each with a C (2.0) minimum grade. RT 231, RT 240, RT 234, and RT 244 must be taken concurrently. Provides the opportunity to apply all of the knowledge and skills presented in the program. Emphasizes the integration of all levels of knowledge and skills as a prelude to functioning as a graduate respiratory therapist. (0-320) W

RT 290-299 Special Projects in Respiratory Care O

RUSSIAN COURSES

RUS 111 Russian One 4 Sem Hrs
Acquisition of proper pronunciation, basic grammatical structures and vocabulary of modern spoken and written Russian by means of oral practice, reading of simple texts, and written exercises. (60-0) O

RUS 290-299 Special Projects in Russian O

INTERDISCIPLINARY SCIENCE COURSES

SCI 099 Foundation for Science 4 Sem Hrs
Develops competency in content and skills in college science classes and intended for students unsure of adequacy of preparation for college science. Includes use of scientific method, measurement practices in metrics, communicating and presenting scientific data, classification techniques, spatial relationships, and maps. Presents methods for improving science study skills, note taking, data recording and analysis. (Cannot be counted toward Natural Science or lab credit.) (75-15)

SCI 250 Research Project in Science 2-6 Sem Hrs
 Prerequisites: CHM 112 or CHM 230. Designed to provide science student with opportunity to design, carry out a science research project under the supervision of a faculty advisor. A research report will be prepared that includes a library search, problem identification, procedure documentation, data, data analysis, and conclusion. Evaluation will be handled by a team of faculty and/or experts. Credits awarded will be based on the nature of the project and its evaluation. Two credits are minimum requirement. Beneficial to all science majors in Biology, Chemistry, and Engineering. (30) N

SCI 290-299 Special Projects in Interdisciplinary Science O

SURGICAL FIRST ASSISTANT COURSES

SFA 301 Advanced Surgical Anatomy I 3 Sem Hrs
 Prerequisites: Admission to the Surgical First Assistant advanced course of study and concurrent enrollment in SFA 303 and 305. Regional study of anatomy related to surgical procedures; also includes review of relevant physiology and introduction to basic embryology, histology, and pathology. (45-0) W

SFA 303 Fundamental Techniques I 3 Sem Hrs
 Prerequisites: Admission to the Surgical First Assistant advanced course of study and concurrent enrollment in SFA 301 and 305. Theory of and basic skills practice in pre-operative, intra-operative and post-operative functions and techniques of a Surgical First Assistant. (30-30) W

SFA 305 Anesthesia and Surgical Pharmacology 2 Sem Hrs
 Prerequisites: Admission to the Surgical First Assistant advanced course of study and concurrent enrollment in SFA 301 and 303. Review of anesthetic agents and their methods of administration, drugs used during surgery, and emergency drugs, including adverse reactions; emphasis is on how the surgical procedure may be affected by the pharmacologic agents used. (30-0) W

SFA 312 Advanced Surgical Anatomy II 3 Sem Hrs
 Prerequisites: SFA 301, 303 and 305 with a minimum C (2.0) grade and concurrent enrollment in SFA 314, 316, and 318. Continuation of SFA 301, Advanced Surgical Anatomy I. (45-0) S

SFA 314 Fundamental Techniques II 2 Sem Hrs
 Prerequisites: SFA 301, 303, 305 with a minimum C (2.0) grade and concurrent enrollment in SFA 312, 316, and 318. Continuation of SFA 303, Fundamental Techniques I. (30-0) S

SFA 316 Professional Conduct 1 Sem Hr
 Prerequisites: SFA 301, 303, and 305 with a minimum C (2.0) grade and concurrent enrollment in SFA 312, 314, and 318. Exploration of interpersonal, legal and ethical aspects of surgical patient care, recognition of surgical complications, and appropriate actions. (15-0) S

SFA 318 Applied Bioscience 3 Sem Hrs
 Prerequisites: SFA 301, 303, and 305 with a minimum C (2.0) grade and concurrent enrollment in SFA 312, 314, and 316. Examination of normal and pathological physiological processes as applied to measurement and intervention techniques in surgical patients; review of surgical microbiology and infection control. (45-0) SN

SFA 329 Clinical Preceptorship 10 Sem Hrs
 Prerequisites: SFA 301, 303, 305, 312, 314, 316, and 318 each with a minimum grade of C (2.0) and consent of clinical coordinator. Clinical practice of basic surgical skills and techniques for Surgical First Assistants by individual assignment to a qualified preceptor surgeon who will provide direct supervision during each of six rotations; to include minimum number of major and minor cases in general surgery, orthopedic surgery, peripheral vascular surgery, endoscopic procedures, and two electives. A statement of proficiency from each supervising preceptor is required upon completion of each rotation. (0-315) F

SIGN LANGUAGE COURSES

SL 111 Sign Language I 3 Sem Hrs
 Designed for people who have no knowledge of sign language. Introduces the student to American Sign Language, the language many deaf or hearing impaired adults use. Brief discussions of deaf culture are incorporated throughout the course. (45-0) FWS

SL 112 Sign Language II 3 Sem Hrs
 Prerequisite: SL 111 or demonstrated basic knowledge of American Sign Language. A continuation of SL 150, designed to give students a broader sign vocabulary while increasing their conversational fluency. (45-0) WS

SL 121 Sign Language III 3 Sem Hrs
 Prerequisite: SL 112 or demonstrated knowledge of American Sign Language. Builds upon skills, knowledge, and vocabulary gained in SL 111 and 112. During this course students will be asked to use their skills in the community. (45-0) O

SL 290-299 Special Projects in Sign Language O

SOCIOLOGY COURSES

SOC 157 Projects in Community Service 1 Sem Hr
 Student volunteers will be assigned in groups to assist agency staff in programs in the tri-city area working with populations of need. Students will be assigned on the basis of preferred interests. Supportive seminar will provide structure and supervision for an experience in the field of human services. Students may elect to take SOC 157, 158 and 159, however, only a total of three (3) credit hours can be earned in these courses. (15-30) EFW

SOC 158 Projects in Community Service 2 Sem Hrs
 Student volunteers will be assigned in groups to assist agency staff in programs in the tri-city area working with populations of need. Students will be assigned on the basis of preferred interests. Supportive seminar will provide structure and supervision for an experience in the field of human services. Students may elect to take SOC 157, 158, and 159, however, only a total of three (3) credit hours can be earned in these courses. (15-60) EFW

SOC 159 Projects in Community Services 3 Sem Hrs
 Student volunteers will be assigned in groups to assist agency staff in programs in the tri-city area working will populations of need. Students will be assigned on the basis of preferred interests. Supportive seminar will provide structure and supervision for an experience in the field of human services. Students may elect to take SOC 157, 158, and 159, however, only a total of three (3) credit hours can be earned in these courses. (15-90) EFW

SOC 161 Projects in Cross-Cultural Learning 1 Sem Hr
 Assigns student volunteers to either community agencies providing cross-cultural experiences or to an international work experience. Provides support seminars dealing with structure and background knowledge of the particular country involved. (A minimum of 30 hours volunteer placement is required). Credit may be earned in IHU 161 or SOC 161, but not both. (15-30) O

SOC 162 Projects in Cross-Cultural Learning 2 Sem Hrs
Assigns student volunteers to either community agencies providing cross-cultural experiences or to an international work experience. Provides support seminars dealing with structure and background knowledge of the particular country involved. (A minimum of 60 hours volunteer placement is required.) Credit may be earned in IHU 162 or SOC 162, but not both. (15-60) O

SOC 211 Principles of Sociology 3 Sem Hrs
An introduction to the scientific study of society and social behavior including the basic concepts, theories, and methods of sociology. (45-0)

SOC 212 Social Problems 3 Sem Hrs
Prerequisite: SOC 211. An analysis of contemporary social problems within the theoretical framework of social change, value conflicts, and social deviation; an attempt to examine resulting implications for social policy. (45-0) FW

SOC 215 Sociology of Minority Groups (Inter-group Relations) 3 Sem Hrs
Prerequisite: SOC 211. A sociological approach to study of prejudice and discrimination against minority groups, primarily in the United States. The emphasis is upon the analysis of both causes and solutions to the problems of prejudice and discrimination. (45-0) O

SOC 216 The Black Experience 4 Sem Hrs
A survey course presenting several aspects of Black life using an interdisciplinary approach. The major units of study are Black culture, power and politics, Black family, business and economic development, and Black psychology. Each component will present an historical analysis as well as an overview of contemporary research and/or thought in the field. (60-0) O

SOC 221 Marriage and Family 3 Sem Hrs
Prerequisites: SOC 211 or SOC 231 or PSY 211 or permission of instructor. A study of the family as an institution in society. Broad research approach encompassing aspects of historical and cross societal evidence of this institution as well as contemporary American pairing and child rearing practices. (45-0)

SOC 230 Physical Anthropology and Archeology 4 Sem Hrs
An introduction to the origin and evolution of humankind's physical and cultural development. Major emphases are on the evidence and theories of human evolution and a survey of Old World and New World archeology. This course may be taken as Social Science or Natural Science credit but cannot be counted as a lab science course. (60-0) DFW

SOC 231 Cultural Anthropology 3 Sem Hrs
An introduction to humanity in its cultural setting. An emphasis will be given to the study of a diversity of non-industrialized cultures and the implications of that study for understanding our own culture. (45-0) DFW

SOC 233 Archaeology Field Methods 2 Sem Hrs
Provides students with a guided field experience in the basic techniques of land site analysis. Introduces commonly used methods of surveying and mapping; excavation; dating; artifact and ecofact identification and conservation; data recording, including photography and scaled drawing; and site interpretation. Examines criteria for selecting techniques appropriate to specific site conditions. Emphasizes the Michigan pre-historic and historic context. Credit may be earned in HIS 233 or SOC 233 but not in both. (30-0)

SOC 245 Death Education 3 Sem Hrs
Concerned with an analysis of the nature of death. Attention is given to some of the philosophical, religious, cultural, biological, psychological, sociological, economic and legal aspects of death and dying. (45-0) DFW

SOC 250 Introduction to Social Work 3 Sem Hrs
An introduction to social work as a helping profession within the field of human services. Social work values, practice strategies, and helping skills will be treated in the context of the social welfare institution. Students planning to transfer to a four-year social work program may also need to take either SOC 157, 158 or 159 to meet the experience requirement necessary for admittance to the social work program at transfer institutions. (45-0) E

SOC 265 Third World Development 4 Sem Hrs
An interdisciplinary description and analysis of processes and conditions which created and maintain the "third world." Population, physical environment, historical, political, social and economic factors will be addressed. Current concepts and development theories will be explored and applied. Credit may be earned in SOC 265 or GEO 255 but not in both. (60-0) W

SOC 268 International Studies in Sociology 1-4 Sem Hrs
The student will select a major institution of society for the purpose of comparative study. An analysis and comparison of that institution in preselected societies will be the major focus of the course. Includes classroom lectures, individual consultation and international field study. Expenses for field study must be borne by the student. By prior arrangement with appropriate faculty, students may also take International studies in the following disciplines: GEO 268, ECN 268, GB 268. (60-0) O

SOC 279 Introduction to Social/Behavioral Science Research 3 Sem Hrs
Prerequisite: One of the following courses ECN 221, POL 103, POL 111, PSY 211, SOC 211 or permission of instructor. Introduces social and behavioral research utilizing a multi disciplinary approach. Shows how to formulate research questions, search the literature, select a research design, collect and analyze data, and draw useful conclusions. (45-0) S

SOC 280 Introduction to Social/Behavioral Science Research/Project 4 Sem Hrs
Prerequisite: One of the following courses ECN 221, POL 103, POL 111, PSY 211, SOC 211 or permission of instructor. Introduces social and behavioral research utilizing a multidisciplinary approach. Shows how to formulate research questions, search the literature, select a research design, collect and analyze data, and draw useful conclusions. Includes a research paper. (60-0) S

SOC 281 An Introduction of SPSS 1 Sem Hr
Prerequisite: Some statistics or research background or taking such a course, e.g., SOC 280, concurrently. Introduces the Statistical Package for the Social Sciences (SPSS), a comprehensive set of statistical tools for many types of data analysis. Emphasizes the basic procedures, commands, and tools of SPSS. Credit may be earned in SOC 281 or CPS 108 but not in both. (15-0) O

SOC 282H Seminar in Social Issues 3 Sem Hrs
Prerequisite: Honors program participant or permission of instructor. An integrated study involving exploration and development of critical thinking, analysis and problem-solving skills with an interdisciplinary approach focusing on a selected social issue. (45-0) WD

SOC 290-299 Special Projects in Sociology O

SPANISH COURSES

SPA 101 Hispanic Civilizations 2 Sem Hrs
An introduction to some basic concepts concerning educational systems, religious thought, marriage customs, attitudes toward death, role of man and woman, historical highlights, cultural and natural resources, and relevant contributions in the area of art, music, literature, foods, and clothing of the Spanish-speaking world (Europe, the Americas, and the U.S.A.). Course will be conducted in English. (30-0) O

SPEECH/ORAL COMMUNICATIONS COURSES

SPA 105 Conversational Spanish - Introduction 2 Sem Hrs
Prerequisite: No previous formal study of Spanish. Designed to emphasize the acquisition of oral skills. Successful completion of SPA 105 and 106 is considered equivalent to the successful completion of Spanish One. (30-0) FSW

SPA 106 Conversational Spanish - Continuation 2 Sem Hrs
Prerequisite: SPA 105 or permission of instructor. A continuation of SPA 105 with more emphasis on reading and writing Spanish. Successful completion of SPA 105 and 106 is considered equivalent to the successful completion of Spanish One. (30-0) O

SPA 107 Spanish for Medical Personnel 1 Sem Hr
An introduction to conversational Spanish for medical personnel maximizing specific information, but holding the structure and extended vocabulary to just that need for basic communication. Handouts and audio-tapes will reinforce the material covered in class. (15-0) O

SPA 111 Spanish One 4 Sem Hrs
Prerequisite: No previous formal study of Spanish. Acquisition of proper pronunciation, Basic grammatical structures and vocabulary of modern spoken and written Spanish by means of oral-aural practice, reading of simple texts, and written exercises. (60-0) FWS

SPA 112 Spanish Two 4 Sem Hrs
Prerequisite: One year of high school Spanish or SPA 111. Continuation of SPA 111. (60-0)

SPA 211 Spanish Three 4 Sem Hrs
Prerequisite: Two years of high school Spanish or SPA 112. Continued emphasis placed on proper pronunciation habits and on application of grammatical structures of modern spoken and written Spanish by means of oral-aural exercises, conversations, reading of Spanish prose, and written exercises. As much as possible, this class is conducted in Spanish. (60-0) O

SPA 212 Spanish Four 4 Sem Hrs
Prerequisite: SPA 211 or three years of high school Spanish. continuation of Spanish Three. (60-0) O

SPA 268 International Studies in Spanish 1-4 Sem Hrs
Studies ancient, colonial and modern civilization in a Spanish-speaking country. Visits archeological and historical sites with unassigned time for individual interests. Student must meet all course and travel requirements in addition to paying tuition and expenses. (15/60/0) O

SPA 268A Central Mexico 2 Sem Hrs
Studies ancient, colonial and modern civilization in a Spanish-speaking country. Visits archeological and historical sites with unassigned time for individual interests. Student pays tuition plus all expenses. Credit may be earned in SPA 268A or 150, but not both. (30-0) O

SPA 268B Mayan Mexico 2 Sem Hrs
Studies ancient, colonial and modern civilization in a Spanish-speaking country. Visits archeological and historical sites with unassigned time for individual interests. Student pays tuition plus all expenses. Credit may be earned in SPA 151 or 268B, but not both. (30-0) O

SPA 275 Introduction of Hispanic Fiction 3 Sem Hrs
Prerequisite: Ability to speak and read Spanish (completion of fourth year of high school Spanish or fourth semester of college Spanish, or permission of the instructor). Reading, research, and discussion based on a study of representative literature of the Hispanic world (Europe, North America, and South America). Students will read, discuss, and write about three selected novels and/or plays under guided supervision. Course will be conducted in Spanish. (45-0) O

SPA 290-299 Special Projects in Spanish O

SPH 099 Basic Communication Skills 3 Sem Hrs
Prerequisite: Demonstration of less than college ready scores in writing and reading on college assessment instrument. Improves language awareness, emphasizes self assessment/peer evaluation, oral expression, small group interaction, vocabulary enrichment and grammar skills. (45-0)

SPH 112 Fundamentals of Oral Communication 3 Sem Hrs
The course offers training in the fundamental processes of oral expression, with an emphasis on speaking and listening as the coordination of perception and expression. The basic principles, components, and skills that will aid the individual in various communication situations are stressed. (45-0) FWS E

SPH 114 Interpersonal Communications 3 Sem Hrs
An introduction to the process of functions of perception, non-verbal behavior, self-concept roles and culture on human interaction in varying social settings. Emphasis is placed on helping the students increase their competence as a communicator in these situations. Various concepts on communication behavior are applied in the classroom. (45-0) FWS E

SPH 202 Oral Communications for Managers 3 Sem Hrs
Managers manage things; leaders lead people. This course focuses on organizational behavior; management behavior styles and team building; interpersonal communication; appraisal, disciplinary, motivational and counseling interviews; listening and nonverbal behavior; public speaking; and leadership and consensus decision making. Emphasis is placed on practical skills within the organization. (45-0) FW

SPH 212 Listening 3 Sem Hrs
Focus will be on the theory, behavior, and skills of listening. Course material will include discussion of: listener/speaker responsibility; physiological and psychological processes of listening; barriers and control methods; improvements; and the five types of listening devoted to non-verbal behavior with regard to seeing as listening. Persons who attain success in this course should benefit both interpersonally and professionally. (45-0) FW

SPH 214 Discussion Techniques 3 Sem Hrs
Prerequisite: A previous speech course or permission of the instructor. Designed to explain discussion as a means to better understanding and action in human affairs and to develop attitudes and skills which enable people to participate in discussion competently. A study of group leadership. (45-0) O

SPH 215 Introduction to Theatre 3 Sem Hrs
Designed to give the student some insight into the various aspects of theatrical production. The purpose is to make the student a discriminating observer of dramatic production whether on stage, film, or the T.V. screen. Included in this study are play analysis and practical experience in acting, directing, scenery, and lighting. (45-0) FW

SPH 224 Nonverbal Communication 3 Sem Hrs
Focuses on nonverbal communication as it relates to interpersonal social, business and professional behavior. Analyzes kinesics, facial affect, eye contact, body movement and posture, physical characteristics, haptics, chronemics, proxemics, artifacts and environment. Also discusses the prevalent theories underlying nonverbal behavior. (45-0) O

SPH 290-299 Special Projects in Speech/Oral Communications O

SURGICAL TECHNOLOGY COURSES

ST 100 Introduction to Health Care Service 3 Sem Hrs
Prerequisite: BIO 132 or concurrent enrollment in BIO 132. Presents the history of medicine, epidemiological methods, and current problems and trends in the health care system. Selected global health care issues are discussed. Includes professional, legal, and ethical aspects of a multi disciplinary care system. (45-0) W

ST 107 Pharmacology in the Operating Room 2 Sem Hrs
Prerequisites: Admission to the Surgical Technology program plus concurrent enrollment in ST 110, 120, 130, 140. Introduction to anesthetic agents and other drugs commonly used in the operating room: their actions and uses, how they affect a surgical patient and how to observe for untoward reactions. (30-0) FD

ST 110 The Surgical Patient 2 Sem Hrs
Prerequisites: Admission to the Surgical Technology program plus concurrent enrollment in ST 107, 120, 130, 140. Basic concepts of operative patient care, such as preparation of patient for surgery, patient transportation, surgical incisions, wound healing, operative records, special procedures in the operating room, and the legal, moral and ethical responsibilities of surgical care. (30-0) FD

ST 120 Fundamentals of Surgical Technology 6 Sem Hrs
Prerequisites: Admission to the Surgical Technology program plus concurrent enrollment in ST 107, 110, 130, 140. Roles of surgical team members, sterilization and disinfection methods, surgical instruments, sutures and equipment, electrical safety, patient positioning and preparation, draping the sterile field, and care of supplies. Students begin to develop technical skills through laboratory practice; later operating room observational experiences are provided. (45-120) FD

ST 130 Surgical Anatomy 4 Sem Hrs
Prerequisites: Admission to the Surgical Technology program plus concurrent enrollment in ST 107, 110, 120, 140. Comprehensive regional study of human anatomy as encountered during surgery. Provides the basis for studies of surgical pathology, operative procedures and practical skills of surgical patient care. (45-45) FD

ST 140 Operative Procedures 4 Sem Hrs
Prerequisites: Admission to the Surgical Technology program plus concurrent enrollment in ST 107, 110, 120, 130. Selected commonly-performed types of surgical procedures; the pathology leading to surgical intervention, the purposes of the surgery, problems which may arise, and the consequences of the surgery for the patient will be discussed in addition to the basic techniques utilized during the procedure and any special instrumentation. (60-0) FD

ST 200 Clinical Externship 12 Sem Hrs
Prerequisites: ST 107, 110, 120, 130, 140 each with a minimum C (2.0) grade and consent of program coordinator. Concurrent enrollment in ST 201. Supervised clinical experience in hospital operating room suites. Clinical instructors will evaluate each student's progress in the theoretical, behavioral, and practical application of concepts of surgical technology. (0-540) WD

ST 201 Operating Room Seminar 3 Sem Hrs
Prerequisite: ST 107, 110, 120, 130, 140. Concurrent enrollment in ST 200. Patient-monitoring devices and diagnostic tests, abnormalities and correlations with surgical patient conditions, and surgery for traumatic injuries. Discussion of students' clinical experiences, the professional role of the Surgical Technologist, general review, and assigned research studies. (45-0) WD

ST 290-299 Special Projects in Surgical Technology O

SKILLED TRADES COURSES

SKCA 114 AutoCAD Introduction 2 Sem Hrs
Uses AutoCAD software to draft two dimensional multi-view drawings and three dimensional wire frame constructions. Completes projects including arrays, blocks, assigned properties, notations, and dimensions. Acquires knowledge of the software, hardware and the MS-DOS operating system in the process of developing a Computer Aided Design and Drafting drawing for multi-pen plotting. Credit may be earned in either SKCA 114 or CAD 114 but not in both. (30)

SKCN 160 Computer Numerical Control Programming I 3 Sem Hrs
Prerequisites: MS 114 or SKTR 181, and MATH 103 or MT 110 or SKMA 103, or basic knowledge of machining processes and trigonometry. Primary emphasis will be on manually programming machines with various capabilities, including absolute and incremental positional systems; tab sequential, word address, and menu driven formats; and machines with two-, three-, four-, and five-axis control. Secondary emphasis on computer assisted programming. Credit may be earned in SKCN 160 or CNC 160 but not both. (45)

SKCN 161 Computer Numerical Control Programming II 3 Sem Hrs
Prerequisites: CNC 160 or SKCN 161. Advanced training in computer assisted programming methods for computer numerical control machines. Teaches various programming languages with emphasis on Compact II. Credit may be earned in SKCN 161 or CNC 161 but not both. (45)

SKCN 211 Mitsubishi 410 Control 4 Sem Hrs
Prerequisites: CAD 114 or SKCA 114, MS 115 or SKTR 182, CNC 160 or SKCN 160, and CIS 118 or prior experience. Teaches program methodology to produce quality parts using Mitsubishi 410 EIA/ISO language, including tooling setups, and machining with secondary emphasis on parameters and maintenance. Uses Saginaw Machine Systems Accu-Cell 410 two-axis flat-bed front turning center for demonstration and lab activities. Credit may be earned in CNC 211 or SKCN 211 but not in both. (57-3,40 OJT)

SKCN 212 Heidenhain TNC-151 Control 4 Sem Hrs
Prerequisites: CAD 114 or SKCA 114, MS 115 or SKTR 182, CNC 160 or SKCN 160, and CIS 118 or prior experience. Teached program methodology to produce quality parts using the Heidehain TNC-151 Dialog or EIA/ISO languages, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the Bridgeport Series II Interact II three-axis vertical milling machine for lab and demonstration. Credit may be earned in SKCN 212 or CNC 212 but not in both. (57-3, 40 OJT)

SKCN 213 OSP-5000 LG Control 4 Sem Hrs
Prerequisite: CNC 213 or SKCN 213, or equivalent programming experience. Teaches canned cycles and subprograms, plus all aspects of producing quality parts using the OSP-5000 LG EIA/ISO control, including tooling setups, part setups, and machining with secondary emphasis is on parameters and maintenance. Uses the Okuma LB-15 two-axis slant-bed rear turning center for lab and demonstration. Credit may be earned in SKCN 223 or CNC 223 but not in both. (57-3,40 OJT)

SKCN 254 Anilam GXM Control Advanced 4 Sem Hrs
Prerequisite: CNC 214 or SKCN 214, or equivalent programming experience. Emphasizes canned cycles and subprograms, plus all aspects of producing quality parts using the Anilam GXM EIA/ISO control, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the YCM Supermax 40 three-axis vertical milling machine for lab and demonstration. Credit may be earned in SKCN 224 or CNC 224 but not in both. (57-3,40 OJT)

SKCN 213 OSP-5000 LG Control**4 Sem Hrs**

Prerequisites: CAD 114 or SKCA 114, MS 115 or SKTR 182, CNC 160 or SKCN 160, and CIS 118 or prior experience. Teaches programming methodology to produce quality parts using the OSP-5000 LG EIA/ISO language, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the Okuma LB-15 two-axis slant-bed rear turning center for demonstration and lab activities. Credit may be earned in SKCN 213 or CNC 213 but not both. (57-3, 40 OJT)

SKCN 214 Anilam GXM Control**4 Sem Hrs**

Prerequisites: CAD 114 or SKCA 114, MS 115 or SKTR 182, CNC 160 or SKCN 160, and CIS 118 or prior experience. Teaches programming methodology to produce quality parts using the Anilam GXM EIA/ISO language, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the YCM Supermax 40 three-axis vertical milling machine for lab and demonstration. Credit may be earned in SKCN 214 or CNC 214 but not in both. (57-30, 40 OJT)

SKCN 215 General Numeric 10TF Control**4 Sem Hrs**

Prerequisites: CAD 114 or SKCA 114, MS 115 or SKTR 182, CNC 160 or SKCN 160, and CIS 118 or prior experience. Teaches programming methodology to produce quality parts using the General Numeric 10TF EIA/ISO and conversational languages, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the MHP MTC-3 two-axis slant-bed rear turning center for lab and demonstration. Credit may be earned in SKCN 215 or CNC 215 but not in both. (57-3, 40 OJT)

SKCN 217 Japax JAPT 3J Control**4 Sem Hrs**

Prerequisites: CNC 212 or SKCN 212, or CNC 214 or SKCN 214, or CNC 216 or SKCN 216 or prior experience. Teaches the programming methodology for producing quality parts using the JAPT 3J EIA/ISO language, including wire alignment, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the Japax LV3 four-axis wire electrical discharge machine (EDM) for lab and demonstration. Credit may be earned in SKCN 217 or CNC 217 but not in both. (57-3, 40 OJT)

SKCN 218 Boston Digital SPC-II Control**4 Sem Hrs**

Prerequisite: CNC 216 or SKCN 216, or prior experience. Teaches programming methodology to produce quality parts using the Boston Digital SPC-II EIA/ISO language, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the Boston Digital BostoMatic 1000 five-axis vertical machining system for lab and demonstration. Credit may be earned in SKCN 218 or CNC 218 but not in both. (57-3, 40 OJT)

SKCN 221 Surfcam I**4 Sem Hrs**

Prerequisites: CAD 114 or SKCA 114, MS 115 or SKTR 182, CNC 160 or SKCN 160, and CIS 118 or equivalent programming experience. Teaches off-line programming experience. Teaches off-line programming software for two-axis lathe work, up to four-axis mill work, and up to four-axis wire EDM work, operating on a PC and able to download to the General Numeric 10TF control on the MHP MTC-3 turning center, JAPT 3J control on the Japax wire EDM, as well as some of the other machining equipment. Emphasizes the creation of error free part programs using the Surfcam programming language, including part geometry, tool path, and debugging with secondary emphasis on the downloading of a program to the turning center, mill, machining center, or wire EDM. Credit may be earned in SKCN 221 or CNC 221 but not in both. (54-3, 40 OJT)

SKCN 223 TM-APT-GL**4 Sem Hrs**

Prerequisites: CAD 114 or SKCA 114, MS 115 or SKTR 182, CNC 160 or SKCN 160, and CIS 118 or equivalent programming experience. Teaches off-line programming software for two-axis lathe work, operating on an Okuma TM-APT-G programming terminal downloading to the OSP-5000 LG control on the Okuma LB-15 turning center. Emphasizes the creation of error free part programs using the TM-APT-GL programming language, including part geometry, tool path, and debugging with secondary emphasis on the downloading of a program to the turning center. Credit may be earned in SKCN 223 or CNC 223, but not both. (57-3, 40 OJT)

SKCN 225 Mastercam**4 Sem Hrs**

Prerequisites: CAD 114 or SKCA 114, MS 115 or SKTR 182, CNC 160 or SKCN 160 and CIS 118 or equivalent programming experience. Uses an off-line programming software for up to four-axis lathe work, up to five-axis mill work, and up to four-axis wire EDM work, operating on a PC and downloading to the SPC-II control on the BostoMatic machining system, JAPT 3J control on the Japax wire EDM, as well as some other machining equipment. Emphasizes the creation of error free part programs using the Mastercam programming language, including part geometry, tool path, and debugging with secondary emphasis on the downloading of a program to the turning center, mill, machining center/system, or wire EDM. Credit may be earned in SKCN 225 or CNC 225 but not in both. (57-3, 40 OJT)

SKCN 226 CAM M-32/M-2**4 Sem Hrs**

Prerequisites: CAD 114 or SKCA 114, MS 115 or SKTR 182, CNC 160 or SKCN 160, and CIS 118 or equivalent programming experience. Teaches programming methodology to produce error free programs using the Mazak M-32/M-2 EIA/ISO programming language on a PC with secondary emphasis on tooling setups, part setups, machining, and downloading to the Mazak VQC-15/40 M-2 four-axis double column vertical machining center using the Mazak CAM M-2 Programming software. Credit may be earned in SKCN 226 or CNC 226 but not in both. (57-3, 40 OJT)

SKCN 227 XL/NC**4 Sem Hrs**

Prerequisites: CAD 114 or SKCA 114, MS 115 or SKTR 182, CNC 160 or SKCN 160, and CIS 118 or equivalent programming experience. Uses an off-line programming software for two-axis lathe work, up to four-axis mill work, and up to four-axis wire EDM work operating on a PC downloading to the General Numeric 10TF control on the MHP MTC-3 turning center, JAPT 3J control on the Japax LV3 wire EDM, as well as some of the other machining equipment. Emphasizes the creation of error free part programs using the XL/NC programming language, including part geometry, tool path, and debugging with secondary emphasis on the downloading of a program to the turning center, mill, or machining center/system. Credit may be earned in SKCN 227 or CNC 227 but not in both. (57-3, 40 OJT)

SKCN 252 Heidenhain TNC-151 Control, Advanced**4 Sem Hrs**

Prerequisite: CNC 212 or SKCN 212, or equivalent programming experience. Emphasizes canned cycles and subprograms, plus all aspects of producing quality parts using the Heidenhain TNC-151 Dialog or EIA/ISO control, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the Bridgeport Series II Interact II three-axis vertical milling machine for lab and demonstration. Credit may be earned in SKCN 222 or CNC 222 but not in both. (57-3, 40 OJT)

SKCN 253 OSP-5000 LG Control, Advanced**4 Sem Hrs**

Prerequisite: CNC 213 or SKCN 213, or equivalent programming experience. Teaches canned cycles and subprograms, plus all aspects of producing quality parts using the OSP-5000 LG EIA/ISO control, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the Okuma LB-15 two-axis slant-bed rear turning center for lab and demonstration. Credit may be earned in SKCN 223 or CNC 223 but not in both. (57-3, 40 OJT)

SKCN 254 Anilam GXM Control Advanced**4 Sem Hrs**

Prerequisite: CNC 214 or SKCN 214, or equivalent programming experience. Emphasizes canned cycles and subprograms, plus all aspects of producing quality parts using the Anilam GXM EIA/ISO control, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the YCM Supermax 40 three-axis vertical milling machine for lab and demonstration. Credit may be earned in SKCN 224 or CNC 224 but not in both. (57-3, 40 OJT)

SKCN 255 General Numeric 10TF Control Advanced**4 Sem Hrs**

Prerequisite: CNC 215 or SKCN 215, or equivalent programming experience. Emphasizes canned cycles and subprograms, plus all aspects of producing quality parts using the General Numeric EIA/ISO and conversational control, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the MHP MTC-3 two-axis slant-bed rear turning center for lab and demonstration. Credit may be earned in SKCN 225 or CNC 225 but not in both. (57-3, 40 OJT)

SKCN 256 Mazatrol M-32/M-2 Control, Advanced 4 Sem Hrs
Prerequisite: CNC 216 or SKCN 216, or equivalent programming experience. Teaches canned cycles, subprograms, and programming from CAD files using the Mazak M-32/M-2 conversational programming language with secondary emphasis on parameters and maintenance. Uses the Mazak VQC-15/40 M-2 four-axis double column vertical machining center for lab and demonstration. Credit may be earned in SKCN 256 or CNC 256 but not in both. (57-3,40 OJT)

SKCN 257 Japax JAPT 3J Control Advanced 4 Sem Hrs
Prerequisite: CNC 217 or SKCN 217, or equivalent programming experience. Teaches canned cycles and subprograms, plus all aspects of producing quality parts using the JAPT 3J EIA/ISO control, including wire alignment, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the Japax LV3 four-axis wire electrical discharge machine (EDM) for lab and demonstration. Credit may be earned in SKCN 227 or CNC 227 but not in both. (57-3,40 OJT)

SKCN 258 Boston Digital SPC-II Control Advanced 4 Sem Hrs
Prerequisite: CNC 218 or SKCN 218, or equivalent programming experience. Teaches canned cycles and subprograms, plus all aspects of producing quality parts using the Boston Digital SPC-II EIA/ISO control, including tooling setups, part setups, and machining with secondary emphasis on parameters and maintenance. Uses the BostoMatic 1000 five-axis vertical machining system for lab and demonstration. Credit may be earned in SKCN 228 or CNC 228 but not in both. (57-3,40 OJT)

SKCN 261 Concept Advanced 4 Sem Hrs
Prerequisites: CNC 221 or SKCN 221, or equivalent programming experience. Teaches the advanced powers of Concept software for more intricate programming of two-axis lathe work, up to four-axis mill work, and up to four-axis wire EDM work, operating on a PC able to download to the General Numeric 10TF control on the MHP MTC-3 turning center, JAPT 3J control on the Japax LV3 wire EDM, as well as some of the other machining equipment. Emphasizes the creation of error free part programs using the Concept programming language, including part geometry, tool path, and debugging with secondary emphasis on the downloading of a program to the turning center, mill, machining center, or wire EDM. Credit may be earned in SKCN 261 or CNC 261 but not both. (57-3,40 OJT)

SKCN 263 TM-APT-GL ADVANCED 4 Sem Hrs
Prerequisites: CNC 223 or SKCN 223, or equivalent programming experience. Teaches the advanced powers of TM-APT-GL software for more intricate programming of two-axis lathe work, operating on an Okuma TM-APT-G programming terminal and downloading to the OSP-5000 LG control on the Okuma LB-15 turning center. Emphasizes the creation of error free part programs using the TM-APT-GL programming language, including part geometry, tool path, and debugging with secondary emphasis on the downloading of a program to the turning center. Credit may be earned in SKCN 263 or CNC 263 but not both. (57-3,40 OJT)

SKCN 265 Mastercam Advanced 4 Sem Hrs
Prerequisites: CNC 225 or SKCN 225, or equivalent programming experience. Teaches the advanced powers of Mastercam software for more intricate programming of up to four-axis lathe work, up to five-axis mill work, and up to four-axis wire EDM work, operating on a PC and downloading to the SPC-II control on the BostoMatic machining system, JAPT 3J control on the Japax wire EDM, as well as other machining equipment. Emphasizes the creation of error free part programs using the Mastercam programming language, including part geometry, tool path, and debugging with secondary emphasis on the downloading of a program to the turning center, mill, machining center/system, or wire EDM. Credit may be earned in SKCN 265 or CNC 265 but not both. (57-3,40 OJT)

SKCN 266 Advanced Cam M-32/M2 4 Sem Hrs
Prerequisites: CNC 226 or SKCN 226, or equivalent experience. Teaches the use of macros, macro programming methodology, macro call statements, and nesting using the Mazak M-32/M-2 EIA/ISO programming language with secondary emphasis on parameters and maintenance. Software is ASCII text editor and a Griffio Brothers, Inc. GB\DataEntry M-32, GB\GeoEntry M-32, GB\DataTransfer, GB\DataPrint M-32, and GB\DataTranslate M-32 running on a PC. Uses the Mazak VQC-15/40 M-2 four-axis double column vertical machining center for demonstration and lab. Credit may be earned in SKCN 266 or CNC 266 but not both. (57-3,40 OJT)

SKCN 270 ACU.CARV Advanced 4 Sem Hrs
Prerequisite: CNC 230 or SKCN 230, or equivalent programming experience with the ACU.CARV software. Teaches advanced powers of the ACU.CARV software for more intricate programming of up to five-axis mill work and up to four-axis wire EDM work, operating on a PC and downloading to the JAPT 3J control on the Japax wire EDM, SPC-II control on the BostoMatic machining system, as well as some of the other prismatic machining equipment. Emphasizes the creation of error free part programs using the ACU.CARV programming language, including part geometry, tool path, and debugging with secondary emphasis on the downloading of a program to the mill, machining center/system, or wire EDM. Credit may be earned in SKCN 270 or CNC 270 but not both. (57-3,40 OJT)

SKCN 280 ACU.CARV ADS Off-Line Programming System 4 Sem Hrs
Prerequisite: CNC 270 or SKCN 270, or previous programming experience with AutoCAD and ACU.CARV softwares. Emphasizes the use of AutoCAD and ACU.CARV ADS softwares to create surfaces and tool paths for programming of up to five-axis mill work and up to four-axis wire EDM work. Includes the downloading of error-free PC created programs to JAPT 3J control on the Japax wire EDM, SPC-II control on the BostoMatic machining system, as well as some other prismatic machining equipment. Credit may be earned in CNC 280 or SKCN 280 but not in both. (57-3,40 OJT)

SKCT 101 Industrial Millwright Procedures 3 Sem Hrs
Prerequisite: SKDR 101. A course for millwrights emphasizing blueprint reading, layout of typical industrial construction, equipment, and safety and guarding. Topics covered include plan and elevation prints of building footings and foundation, mechanical services, equipment and machinery foundations, ventilation systems, catwalks, decking, platforms, and various conveying systems. (45)

SKCT 102 Building Materials 3 Sem Hrs
To learn development, properties, and composition of various building materials. To develop perception for economical and appropriate application of building materials. To learn various sources of technical data about residential and industrial building materials. To develop skills of building material application. (45)

SKCT 105 Building Site Surveying 3 Sem Hrs
Prerequisite: SKCT 114. Course designed to introduce students to the tools and instruments used for surveying. Methods and procedures of developing and building layout are also included. (45) O

SKCT 106 Concrete and Foundations 4 Sem Hrs
Prerequisite: SKCT 102. A study of the practical methods and procedures of preparing and setting concrete forms for such areas as basement floors, garage floors, driveways, sidewalks, patios, etc. (45-30) O

SKCT 111 Construction Print Interpretation 3 Sem Hrs
Instruction in this course includes trade terminology and description of the various views of working drawings, pictorial drawings, and the basic procedures in development of these drawings. Also included is the interpretation of specifications and job information as they pertain to construction and layout. Credit may be earned in either SKCT 111 or RC 101 but not both. (45)

SKCT 113 Carpentry Math 2 Sem Hrs
Acquaints students with basic mathematical processes relating to construction and includes practical demonstrations. Covers fractions, decimals, ratios and percentages. Credit may be earned in either SKCT 113 or RC 113 but not in both. (30)

SKCT 114 Framing Square 3 Sem Hrs
Prerequisite: SKCT 113 or the appropriate score on the colleges current assessment instrument. Uses the framing square in construction. Credit may be earned in either SKCT 114 or RC 114 but not in both. (45)

SKCT 201 Rough Framing and Outside Framing 4 Sem Hrs
Prerequisite: SKCT 114. Instruction is given in the construction of techniques used in all phases of framing and exterior finishing. (30-60) O

SKCT 204 Inside Finishing and Hardware 3 Sem Hrs
Prerequisite: SKCT 114. Instruction includes principles of interior construction, joinery and installation, and finishing of all types of interior trim. (45-30) O

SKCT 205 Cabinet Making and Millwork 5 Sem Hrs
Prerequisite: SKCT 204. A study is made of the construction of, the placement of, and installation procedures of cabinets used in residential and commercial building. (45-60) O

SKDR 101 Sketching and Blueprint Reading 4 Sem Hrs
Topics include: The graphic language and design, lettering, sketching, and shape descriptions, multiview projections, sectional views, auxiliary views, shop processes, thread fasteners and springs, and print reading of typical shop blueprints. (60)

SKDR 111 Drawing II 3 Sem Hrs
Prerequisite: SKDR 101. A continuation of SKDR 101. Topics include multiview and pictorial sketching and drawing, sections drawing, dimensioning and tolerancing. (45) FW

SKDR 121 Descriptive Geometry 3 Sem Hrs
Prerequisite: SKDR 111. Topics include orthographic projections, primary auxiliary views and lines, planes, successive auxiliary views, piercing points, intersection of planes, and angle between planes. (45) O

SKDR 128 Geometric Tolerancing 2 Sem Hrs
Prerequisite: SKDR 111 or permission of department. Primary emphasis is on geometric symbols used in place of written notes on industrial drawings including datums, symbols, and other items tolerancing to the geometry of the part. Credit may be earned in either SKDR 128 or DRF 128 but not both. (30) O

SKDR 130 Tool and Die Design 4 Sem Hrs
Prerequisite: SKDR 111. Topics include: design of jigs and fixtures, design of gaging mechanisms, design of automatic tooling, machining cost calculations. The student will use this data to make class presentations with questions and answer sessions. (60) W

SKDR 131 Pattern Design I 3 Sem Hrs
Prerequisite: SKDR 111. Course covers terms and definitions of pattern design. Students will learn how to make calculations from tables and drawing, estimate weights from pattern charts and materials codes, and sketch and detail typical pattern designs. (45) W

SKDR 141 Pipe and Tube Isometrics 3 Sem Hrs
Sketching course for industrial pipefitters includes all mensurations for layout and construction. (45) F

SKEL 101 Basic Electronics 6 Sem Hrs
Prerequisite: SKMA 113. The first course in a series to train electrician apprentices in the theory and application of electronics to industrial control systems. Basic electronic devices will be discussed, along with how they work and their electrical characteristics. Simple electronic circuits will be set up on trainers to illustrate the application of the devices. Troubleshooting techniques and basic test instruments will be discussed and used. (90) F

SKEL 102 Industrial Electronics 4 Sem Hrs
Prerequisite: SKEL 101. The second course in a series to train electrician apprentices in the theory and application of electronics to industrial control systems. Application of basic electronic devices to industrial control systems will be discussed. Major topics will be digital solid state logic and power control using SCR's and TRIAC's. Troubleshooting techniques and basic test instruments will be discussed and used. (60) W

SKEL 111 Conventional Controls 3 Sem Hrs
Prerequisite: SKMA 111. Develops competencies in reading basic electrical blueprints and troubleshooting through familiarization of basic control devices. Develops visual and analytical relationships between the device and the corresponding blueprint configurations and symbols. Discusses and applies basic troubleshooting skills using the electropneumatic laboratory simulation training board. (45-0) W

SKEL 121 Advanced Controls I 4 Sem Hrs
Prerequisite: SKEL 102. Topics include: vacuum and vapor tubes, resistance welding controls, induction heating, motors, invertors, polyphase rectifiers, op-amps transducers, instrumentation, closed loop controls, servo systems, temperature controls, troubleshooting. (75) F

SKEL 122 Advanced Controls II 4 Sem Hrs
Prerequisite: SKEL 121. Present students with basic concepts and hands-on experience with programmable digital control systems. Emphasis placed on hardware, program (software) entry, R-T-C math, documentation, trouble-shooting, communication links (generic) and peripheral equipment. (60) W

SKEL 131 AC/DC Machinery 3 Sem Hrs
Prerequisite: SKMA 113. This course is one in a series of courses on conventional industrial controls. Topics include physics of electromotive forces, armature reaction, induction, DC generator types, AC generators, DC motors, DC motor starters, transformers, AC motors and variable speed drive systems. (45) S

SKEL 141 Electrical Shop 3 Sem Hrs
Prerequisite: SKEL 111 and SKEL 131. Develops competency in the application of the National Electrical code (NEC) and its relationship to industry and some residential wiring as written by the National Fire Protection Association (NFPA). Includes the Joint Industrial Council (JIC) standards for industrial electrical mass production operations and equipment. Emphasizes safety regarding hazardous locations, electrical grounding, ground faults, fusing, motor circuit protection and controls as well as electro-mechanical and hydraulic devices. (45)

SKET 106 Electricity I Applied 3 Sem Hrs
Teaches students beginning electricity. Uses non-mathematical treatment of basic AC (alternating current) circuits. Includes introductory schematic symbols and circuits, Ohm's Law and Power formulas, series parallel and simple combinations circuits (not using Kirchoff, Thevenin, or Norton loop analysis), magnetism, electromagnetism, lighting and timing circuits. Includes hands-on circuit construction. Credit may be earned in RHA 140 or SKET 106 but not both. (45)

SKET 107 Electricity II Applied 2 Sem Hrs
Prerequisite: SKEL 106. Designed to further the study of electrical applications. Students should have prior understanding of basic electrical terms, as well as some ability to solve problems in a series of parallel circuits. The course will provide an in-depth study of frequency, inductance, capacitance, three-phase power, peak-effective-average voltage, circuits that contain resistors, coils, and capacitors, lost power and power factor correction, and impedance. A review and pre-test will be given the first night of class. (30)

SKGM 131 Automotive Electronics 4 Sem Hrs
Introduces the operation, maintenance, and service of battery, charging, starting systems and GM electrical and electronic systems. Credit may be earned in SKGM 131 or AGM 131, but not in both. (36-64)

SKGM 132 Brakes, ABS & TCS Service 5 Sem Hrs
Introduces the operation, maintenance, and service of GM base brakes, anti-lock and traction control. Presents general auto lab equipment operation and stresses safety. Credit may be earned in SKGM 132 or AGM 132, but not in both. (45-80)

SKGM 133 Steering and Suspension Service 6 Sem Hrs
Introduces the operation, maintenance, and service of GM steering and suspension systems. Credit may be earned in SKGM 133 or AGM 133, but not in both. (54-96)

SKGM 141 Specialized Engine Repair 6 Sem Hrs
Prerequisite: AGM 134. Introduces the operation, maintenance, and service of GM engines for mechanical performance. Stresses proper repair techniques and diagnosis of engine noises. Credit may be earned in SKGM 141 or AGM 141, but not in both. (54-96)

SKGM 142 Electronic Engine and Emission Controls Service 9 Sem Hrs
Prerequisite: AGM 134. Introduces the operation, maintenance, and service of GM engines for drivability performance. Stresses proper repair techniques and diagnosis of engine drivability problems. Credit may be earned in SKGM 142 or AGM 142, but not in both. (81-144)

SKGM 162 Engine Service 5 Sem Hrs
Prerequisite: GM Apprentice or GM Dealership sponsor. Emphasizes engine servicing, necessary for engine repair and maintenance. Includes the design, construction, and operation of gasoline and diesel engines. Credit may be earned in SKGM 162 or AGM 162 but not both. (35-105) F

SKGM 183 Specialized Electronics Training 4 Sem Hrs
Provides the beginning technician with skills necessary for competent electrical fault isolation, system diagnosis, and repair. Credit may be earned in SKGM 183 or AGM 183 but not both. (60-12) F

SKGM 187 Electronic Engine Controls/Drivability 9 Sem Hrs
Prerequisites: SKGM 162/AGM 162. Studies complete emission systems, fuel delivery functions, fuel injection, electronic ignition systems, engine tuneup and drivability. Emphasizes computerized engine control, and the use of accurate and complete methods in the diagnosis of engine performance complaints. Credit may be earned in SKGM 187 or AGM 187 but not both. (60 - 180) W

SKGM 231 Driveline and Manual Trans Service 3 Sem Hrs
Prerequisite: AGM 143. Introduces the operation, maintenance, and service of GM manual transmissions, transfer cases, propshafts and final drive units. Credit may be earned in SKGM 231 or AGM 231 but not in both. (27-48)

SKGM 232 Automatic Electronic Transmissions Service 8 Sem Hrs
Prerequisite: AGM 143. Introduces the operation, maintenance, and service of GM electronically controlled transmissions. Credit may be earned in SKGM 232 or AGM 232 but not in both. (72-128)

SKGM 233 HVAC Service 4 Sem Hrs
Prerequisite: AGM 143. Introduces the operation, maintenance, and service of GM Heating, Ventilation, and Air Conditioning systems and their controls. Credit may be earned in SKGM 233 or AGM 233 but not in both. (36-64)

SKGM 241 Body Electronics Service 4 Sem Hrs
Prerequisite: AGM 234. Stresses the operation, diagnosis and service of GM body electrical and electronics systems. Credit may be earned in SKGM 234 or AGM 234 but not in both. (40-40)

SKGM 260 Suspension Systems 5 Sem Hrs
Prerequisites: GM Dealership Sponsor and SKGM 162 or AGM 162. Studies the nomenclature and operating principles of steering and suspension systems. Includes wheel alignment geometry, adjustment methods, and operation of alignment equipment with emphasis placed on methods of adjustment and repair necessary for quality steering and suspension service. Credit may be earned in SKGM 260 or AGM 260 but not both. (32-112) F

SKGM 272 Automatic/Electronic Transmissions 8 Sem Hrs
Prerequisites: SKGM 162 or AGM 162. Studies the functional service skills for automatic transmissions and transaxles including nomenclature, fundamentals of operation, and diagnosis of malfunctions and electronic controls. Emphasizes use of special tools and equipment necessary in diagnosis and repair. Credit may be earned in SKGM 272 or AGM 272 but not both. (64-144) W

SKGM 284 Brake Systems 4 Sem Hrs
Prerequisites: SKGM 160 & SKGM 162 or AGM 160 & 162. Studies service methods by understanding the nomenclature and operating principles of the hydraulic and mechanical systems of shoe and disc brake assemblies. Includes Anti-lock Brake, and Traction Control Systems with emphasis on repair procedures on brake system components necessary for quality and safe brake system servicing. Credit may be earned in SKGM 284 or AGM 284 but not in both. (25-75) S

SKGM 286 Drivelines and Manual Transmissions 3 Sem Hrs
Prerequisites: SKGM 162 or AGM 162. Studies nomenclature, fundamentals of operation, and diagnosis of malfunctions with emphasis on service operations of clutches, standard transmissions, standard transaxles, driveshafts, driveaxles, and differentials. Credit may be earned in SKGM 286 or AGM 286 but not both. (15-45) S

SKMA 101 Apprentice Mathematics I 2 Sem Hrs
Review of basic mathematics principles. Topics include: whole numbers, fractions, decimals, percents, metric system, operations of polynomials, rational numbers, polynomials, equations, exponents, and radicals. (30)

SKMA 102 Mathematics II 4 Sem Hrs
Prerequisite: SKMA 101. Introduction to algebra. Topics include: linear equations with applications, exponents and radicals, quadratic equations, ratio, proportion, and variation. (60) FW

SKMA 103 Mathematics III 4 Sem Hrs
Prerequisite: SKMA 102. Introduction to geometry and trigonometry. Topics include area and volume formulas with practical applications of screw, screw threads, belts, pulleys, gear wheels, and use of electronic calculator. (60) FW

SKMA 111 Applied Integrated Electrical Math I 6 Sem Hrs
Prerequisite: High School Algebra or Equivalent. Develops competency in the application of mathematics principles to electrical circuit configurations. Includes mathematical equations and formulas necessary to solve D.C. circuit applications applied to electrical, mechanical and process industrial control equipment. Covers non-mathematical theory related to electricity and electronics. (90)

SKMA 112 Applied Integrated Electrical Mathematics II 3 Sem Hrs
Prerequisite: SKMA 111. Develops further competency in the application of mathematics principles to electrical circuit configurations including DC and AC circuit applications. Includes trigonometry as applied to electrical-circuit theory and non-mathematical theory related to electricity and electronics. (45)

SKMA 113 Applied Integrated Electrical Math III 3 Sem Hrs
Prerequisite: SKMA 112. This course is the third in a series of electrical mathematics and circuit analysis intended to give an electrical apprentice the necessary background to maintain and service industrial control equipment. It will include a study of capacitance, capacitive reactance, vectors, phasors, series AC circuits, power factor and three-phase systems. Trigonometry and pythagorean mathematics will be used in the computation of the phase relationships of the various quantities studied. (45) S

SKMT 101 Hydraulics and Pneumatics I 3 Sem Hrs
Beginning course in oil and air fluid power systems commonly found in industry. Specifically the study of the physical description, function and application of components. Topics include pumps, compressors, actuators, valves, conditioners, instruments, air/oil components, fluid properties, and their representative graphic symbols. (45) FW

SKMT 102 Hydraulics and Pneumatics II 3 Sem Hrs
Prerequisite: SKMT 101. Advanced course in fluid power designed for machine repair, pipefitters and plumber trades. Analysis of common hydraulic and pneumatic components and circuits. Includes building of machine tool circuits and troubleshooting. Special systems such as hydrostatic transmissions and electrohydraulic servos, and ladder diagramming of pneumatic control circuits. Mathematics and graphic symbols used in troubleshooting. (45) WS

SKMT 111 Metals 3 Sem Hrs
Topics covered are temperature measurement by color, hardness, strengths, fatigue properties, steels, plastics, cast iron, copper, brass, bronze, aluminum, their applications with respect to wear, corrosion, and design. Credit may be earned in SKMT 111 or WELD 111 but not both. (45)WO

SKMT 112 Ferrous Heat Treatment 2 Sem Hrs
Designed to acquaint students with various forms of heat treatment applied to plain carbon steels, cast iron, alloy tool steel, and stainless steel. Course will also include steel classification and machinability. (30) O

SKMT 151 Power Transmission 3 Sem Hrs
Fundamentals of power transmission including bearings, chain drives, clutches and brakes, conveyor components, shaft couplings, flat belt drives, open gear drives, enclosed gear drives, electric motors, toothed belt drives, V-belt drives, variable speed drives, and specialties. (45) W

SKMT 161 Industrial Rigging and Safety 2 Sem Hrs
This course is a study of the methods of safe transfer of loads. It provides comprehensive, easy-to-understand, and reliable information of the entire field of rigging operations. It also discusses techniques and methods to accomplish the rigger's task with the greatest safety for all of the workers on a project, as well as for passers-by and the public in general. "Safety is no accident" is stressed. (30) FW

SKMT 171 Sheetmetal I 2 Sem Hrs
Develops geometrical structures; intersections by radial and triangulation methods of sheetmetal layout, the drawing of development layouts and the forming of actual models with sheetmetal. Credit may be earned in SKMT 171 or RHA 142, but not both. (30-30)

SKMT 172 Sheetmetal II 3 Sem Hrs
Prerequisite: SKMT 171. Continuation of Sheetmetal I. Projects involve fabrication of complex pieces to actual specification using tools common to the trade. (45) FW

SKMT 173 Sheetmetal III 3 Sem Hrs
Prerequisite: SKMT 172. Continuation of Sheetmetal Layout II. Emphasis placed on the layout and construction of patterns found in the industrial plant. Special projects will be assigned. (45) WS

SKMT 231 Fundamentals of Foundry Technology 3 Sem Hrs
Prerequisite: Foundry experience or permission of department. Provides an overview of all the components that make up a modern foundry. Participants will become familiar with the interrelationship between the metallurgy, melting, production engineering, core, molding, finishing, and reliability and quality control departments. Special emphasis is placed on how each department is dependent upon the other and what affect each has on the production of a quality product at a competitive cost, through the use of a statistical process control. (45) O

SKOT 191 Machine Controls I 3 Sem Hrs
Presents students with mechanical background the essentials of wiring and troubleshooting controls in production machinery. Studies AC/DC circuits, fundamentals of hydraulics and pneumatics as they pertain to machine control circuitry. Emphasizes relay ladder diagrams, simple debugging and nomenclature necessary to communicate with design engineers and other trades in the installation and troubleshooting of panel wiring. (45)

SKOT 192 Machine Controls II 3 Sem Hrs
Prerequisite: SKOT 191. Machine Controls II is a continuation of Controls I with special emphasis placed on diagnostic troubleshooting techniques. Primary objective of the course is to enable maintenance personnel to discuss machine functions or malfunctions with machine and control system designers. The course will also benefit toolmakers and machine builders to understand the overall operation of complex machinery they build and/or assemble. (45) O

SKPH 101 Applied Physics 4 Sem Hrs
Prerequisite: SKMA 103. Metric measurement, means of physical description, review of applied plane and solid geometry, matter, mechanical properties of solids, fluids, review of trigonometry as related to force and acceleration, static equilibrium energy and power related to ability to do work, friction and its effects, simple machines, hydraulic and pneumatic principles, fluids in motion, water and airwaves, temperature, heat transfer, electricity, magnetism and alternating currents. (60) FW

SKPT 101 Industrial Piping 4 Sem Hrs
Basic sanitation principles, terminology, materials classification, drainage systems, waste disposal system, pipe sizing and layout. Industrial piping situations involving gasoline, acid plating solutions, gases, safety, code requirements. (60) W

SKPT 106 Pipefitters Handbook 3 Sem Hrs
Prerequisite: SKMA 103. Review of mathematical calculations including geometry and trigonometry. Includes: pipe bends, linear expansion of piping, tank capacities, leverage, methods of layout angles, pipe-fitting calculations, pipe-welding layout, and reference tables. Credit may be earned in SKPT 106 or WELD 112 but not both. (45) S

SKPT 111 Stationary Boiler Engineering I 2 Sem Hrs
Orientation to power plant operations including boiler safety rules and regulations. General operating procedures for various types of boilers, uses and types of fuels and their sources; elementary chemistry of combustion. Credit may be earned in either SKPT 111 or CVI 1037 but not both. (30) F

SKPT 112 Stationary Boiler Engineering II 2 Sem Hrs
Prerequisite: SKPT 111 or permission of department. This course includes boiler settings, combustion equipment, operation and maintenance of boilers, pumps, reciprocating steam engines, valve operating mechanisms. Credit may be earned in SKPT 112 or CVI 1038 but not in both. (30) W

SKPT 113 Stationary Boiler Engineering III 2 Sem Hrs
Prerequisite: SKPT 112 or permission of department. Automatic boiler operation. Forced and induced draft systems. Steam turbines and auxiliaries, auxiliary steamplant equipment, cooling towers, boiler feed water treatment and heating. Credit may be earned in SKPT 113 or CVI 1039 but not in both. (30) F

SKPT 114 Stationary Boiler Engineering IV 3 Sem Hrs
Prerequisite: SKPT 113 or permission of department. This course includes air compressors of the following types: centrifugal, rotary screw, large reciprocating compressors and drives; boiler feed water chemical treatment. Credit may be earned in either SKPT 114 or CVI 1040 but not both. (30) W

SKPT 121 Refrigeration and Air Conditioning 3 Sem Hrs
Principles of air conditioning and heating. Content includes the basic refrigeration cycle, comfort cooling systems, trouble shooting, installation, selection of equipment, heating systems, control units, and humidifiers. Credit may be earned in either SKPT 121 or CVR 1001 but not both. (45) FW

SKPT 122 Domestic Refrigeration I: Household Units 3 Sem Hrs
Prerequisite: SKPT 121 and SKMA 111. Information needed to understand and repair dehumidifiers and air conditioners. Primary focus will be on hands-on troubleshooting both the electrical and sealed system components. Credit may be earned in either SKPT 122 or CVR 1002 but not both. (45)

SKPT 123 Commercial Refrigeration I 3 Sem Hrs
Prerequisite: SKPT 122. Information and hands-on tasks needed to properly install components and troubleshoot light commercial units. Credit may be earned in either SKPT 123 or CVR 1003 but not both. (45)

SKPT 124 Domestic Refrigeration II: Household Units 3 Sem Hrs

Prerequisite: SKPT 122 and SKMA 111. Troubleshooting domestic refrigeration systems. Primary focus will be on the electrical components and system parts in frost-free, conventional and cyclematic units. Credit may be earned in either SKPT 124 or CVR 1004 but not both. (45)

SKPT 125 Commercial Refrigeration II 3 Sem Hrs

Prerequisite: SKPT 123 and SKMA 111. Proper wiring of electrical controls and components in circuits and troubleshooting electrical problems. Credit may be earned in either SKPT 125 or CVR 1005 but not both. (45)

SKPT 126 Air Movement and Duct Design 3 Sem Hrs

Prerequisite: SKMT 123 or permission of department. A study of air handling for air conditioning, heating, and ventilation, including air duct design and psychometric problems of design and installation. (45) O

SKTR 181 Machine Tool I 2 Sem Hrs

Introduction to the industrial machine shop. Topics include: Safety, materials, hand tools, precision instruments, and purpose and operation of machine tools. (30) FW

SKTR 182 Machine Tool Lab II 3 Sem Hrs

Prerequisite: SKTR 181 or permission of department. Purpose of course is to expose apprentice to a variety of special machine shop operations/procedures not normally available in early stages of the apprentice's on-the-job training. (45) FW

SKTR 183 Machinery Handbook 3 Sem Hrs

Prerequisite: SKTR 182 and SKMA 103. This course is devoted to learning how to use and understand the Machinery Handbook. (45) F

SKWL 101 Fuel Gas Welding and Cutting 3 Sem Hrs

Topics include safety in use of equipment for oxy-fuel gas welding and cutting, and equipment set-up. Laboratory experience includes oxy-fuel welding of flat strips 1/8" or less in thickness, and cutting, beveling, and piercing plate and pipe. Credit may be earned in either SKWL 101 or WELD 103 but not both. (45)

SKWL 104 Introduction to Shielded Metal Arc Welding 3 Sem Hrs

Topics include safety indoctrination, safety in arc welding, welding terms and definitions, electrode selection, and welding joints. Laboratory includes striking an arc, running beads, pad welding, and fillet welds. Credit may be earned in either SKWL 104 or WELD 104 but not both. (45)

TEACHER ASSISTANT COURSES

TA 111 Introduction to Teacher Assistant 3 Sem Hrs

Provides an overview of the profession including: self-understanding, types of duties, professionalism, audio-visual equipment, functions of the media center. Requires a 30 hour observation/participation (practicum) component in a school setting to identify the role and responsibilities required of a teacher assistant. (30-30) O

TA 112 Instructional Materials and Strategies 3 Sem Hrs

Prerequisites: TA 111. Provides an overview of how children learn and individual learning styles. Explores teaching models, educational vocabulary, writing goals, objectives and outcomes. Identifies theories in their own activity plans with emphasis on evaluation of their own performance as an organizer and leader. Emphasizes instructional strategies. (45-0)

TA 160 Practicum in Teaching Assistant 3 Sem Hrs

Prerequisites: TA 111, TA 112 or permission of coordinator. Provides actual experiences with children in a school setting, including 45 clock hours with special needs children and 45 classroom clock hours which could include media center, lunchroom and playground activities. The student will assist and be evaluated by a certified classroom teacher. (15-90)

TA 290 -299 Special Projects in Teacher Assistant O

WATER ENVIRONMENT TECHNOLOGY COURSES

WET 110 Water Treatment Technologies 3 Sem Hrs

Studies conventional water treatment processes. Includes preliminary treatment, coagulation and flocculation, sedimentation and clarification, filtration, and disinfection. Includes tours of municipal water treatment facilities and related field discussions. Credit may be earned in WWT 110 or WET 110, but not in both. (45-0) WE.

WET 112 Wastewater Treatment Technologies 3 Sem Hrs

Provides an introduction to the causes of water pollution, the reasons for treating polluted waters and the fundamentals of wastewater treatment. Studies the basic principles of treatment plant operation and the processes commonly used in pollution control facilities. Investigates terms, mathematics and problem solving techniques commonly used by wastewater treatment personnel. Credit may be earned in WWT 112 or WET 112, but not in both. (45-0)

WET 211 Water Chemistry 4 Sem Hrs

Prerequisites: CHM 105 or 111, and MTH 111 or 119, or permission of instructor. A study of gravimetric, volumetric, and colorimetric analyses utilized in the production of a potable water supply; the treatment of wastewaters; and investigations of environmental pollution. Credit may be earned in WWT 211 or WET 211, but not in both. (30-75)

WET 212 Advanced Water Treatment Technologies 4 Sem Hrs

Prerequisites: WET 110 and WET 211. Studies water treatment technologies beyond conventional processes. Includes lime/soda and softening, ion exchange granules and powder-activated carbon adsorption, aeration, air stripping, and membrane processes. Discusses organic contaminants and provides exposure to gas chromatography-mass spectrophotometry (GCMS). Includes field discussions at municipal/industrial water treatment facilities. Credit may be earned in WWT 212 or WET 212, but not in both. (45-30)

WET 220 Water Microbiology 4 Sem Hrs

Prerequisites: WET 112 and WET 211. Studies the microbiology of healthy water supplies, water and wastewater treatment facilities, and polluted bodies of water. Emphasizes microscopic examination and bacteriological testing techniques used in the production of a potable water supply and the biological treatment of wastewater. Credit may be earned in WWT 220 or WET 220, but not in both. (45-30)

WET 230 Water/Wastewater Utility Management 3 Sem Hrs

Prerequisites: WET 110 and WET 112 or permission of instructor. Studies, in depth, the management elements of planning, organizing, staffing, directing and controlling as they relate to the management, supervision and administration of water and wastewater facilities. Presents management styles, problem recognition and problem solving techniques, budget and report preparation activities, federal and state regulatory issues, employee/management relations and leadership topics. Credit may be earned in WWT 230 or WET 230, but not in both. (45-15)

WET 240 Applied Hydraulics 3 Sem Hrs
Prerequisite: MTH 111, MTH 119 or permission of instructor. Studies applied hydraulic principles utilized in water distribution and wastewater collection systems. Includes pumpage, headloss, piping, valving, metering, cross connection control, storage, corrosion, and an introduction to hydraulic modeling. Discusses the principles of force, pressure, hydraulic grade line, and pump curves. Includes tours of municipal/industrial water pump stations and storage reservoirs and related field discussions. Credit may be earned in WWT 240 or WET 240, but not in both. (45-0)

WET 244 Water/Wastewater Utility Equipment Maintenance 3 Sem Hrs
Prerequisite: WET 110 and WET 112. Provides the student with basic knowledge of mechanical equipment and repair techniques used in both water and wastewater facilities. Uses shop drawings and blueprints during disassembly and reassembly of a variety of mechanical devices. Studies pumps, valves, piping systems, and chlorination equipment are studied. Credit may be earned in WWT 244 or WET 244, but not in both. (45-0)

WET 246 Water/Wastewater Utility Electrical Maintenance 2 Sem Hrs
Prerequisite: WET 110 and WET 112. Studies basic electricity and instrumentation utilized in water and wastewater treatment facilities. Emphasizes the use of testing equipment to trouble shoot electrical and instrumental failures, maintenance problems, and evaluate equipment performance. Includes discussion of energy conservation methods. Credit may be earned in WWT 246 or WET 246, but not in both. (30-0)

WET 265 Practicum in Water/Wastewater Treatment 4 Sem Hrs
Prerequisites: Must be taken during final semester with permission of program director. Provides opportunities to perform technical procedures through structured field experience in water and wastewater treatment plants. Emphasizes gaining experience under plant managers and operating personnel with goal of developing organizational skills and responsibility necessary for entry-level employment. Uses rotation through assigned areas of experience in water treatment for 160 hours and continuous experience in wastewater treatment for 160 hours of in-plant services for total of 320 hours minimum required. Credit may be earned in WWT 265 or WET 265, but not in both. (0-320 OJT)

WET 290 -299 Special Projects in Water Environment Technology 0

WELD 105 Mig Welding of Thin Gauge Steel 1 Sem Hr
Addresses proper set-up of the Mig equipment and proper adjustment of the welding parameters. Includes the proper application of common techniques for the joining of thin gauge steel. (5-15)

WELD 111 Welding Metallurgy 3 Sem Hrs
Covers temperature measurement by color, hardness, strengths, fatigue properties, steels, plastics, cast iron, copper, brass, bronze, aluminum, their applications with respect to wear, corrosion, and design. Credit may be earned in WELD 111 or SKMT 111 but not both. (45-0) FW

WELD 114 Shielded Metal Arc Structural and Tank 8 Sem Hrs
Prerequisite: WELD 104 or SKWL 104 with a C(2.0) average or better or permission of instructor. Teaches Shielded Metal Arc Welding (SMAW) safety, welding terms and definitions, welding electronics, and welding joints. Included in laboratory exercises are groove welds on plate in fixed positions. (30-90) FW

WELD 120 Beginning Industrial Blueprint Reading 2 Sem Hrs
Course designed for machine operators, welders, or assemblers with little or no blueprint reading experience. Includes manipulation of basic fractions and decimals and as applied to the reading of blueprints, reading measuring instruments, basic geometric figures, drafting and blueprinting procedures, basic orthographic projection auxiliary and sectional views, detail and assembly drawings, dimensioning and tolerances, title block, change block, list of materials, and notes. Credit may be earned in WELD 120 or DRF 120 but not in both. (30-0)

WELD 122 Blueprint Reading for Welders and Fabricators 2 Sem Hrs
Prerequisite: WELD 120 or DRF 120. Designed specifically for welders and fabricators working with welding drawings. A more in-depth treatment of basic blueprint information, orthographic projection, assembly drawings, and geometric tolerancing. Emphasis placed on welding symbols and welding drawings. Credit may be earned in WELD 122 or DRF 122 but not both. (30-0) WD

WELD 220 Weld Qualification-Plate 4 Sem Hrs
Prerequisites: WELD 114 and WELD 235 with a "C" (2.0) in each class or better or permission of instructor. Teaches welding safety, welding terms and definitions, welding electronics, and AWS welder performance testing procedures. Includes laboratory exercises e.g. in qualification tests groove welds on plate in fixed positions. (15-45)

WELD 224 Shielded Metal Arc Welding Pipe 8 Sem Hrs
Prerequisite: WELD 114 with a C(2.0) average or better or permission of instructor. Teaches Shielded Metal Arc Welding (SMAW) safety, nominal pipe size and thickness standards, and welding joints. Included in laboratory exercises are groove welds on pipe in fixed positions. (30-90) FW

WELD 226 Gas Tungsten Arc Welding 6 Sem Hrs
Discusses general safety, Gas Tungsten Arc Welding (GTAW) safety, welding terms and definitions, filler metal, electrode and gas selection, nominal pipe size and thickness standards, and welding joints. Included in laboratory exercises are starting an arc, running beads, pad welding, and groove welds on plate and pipe in fixed positions. (30-60) FW

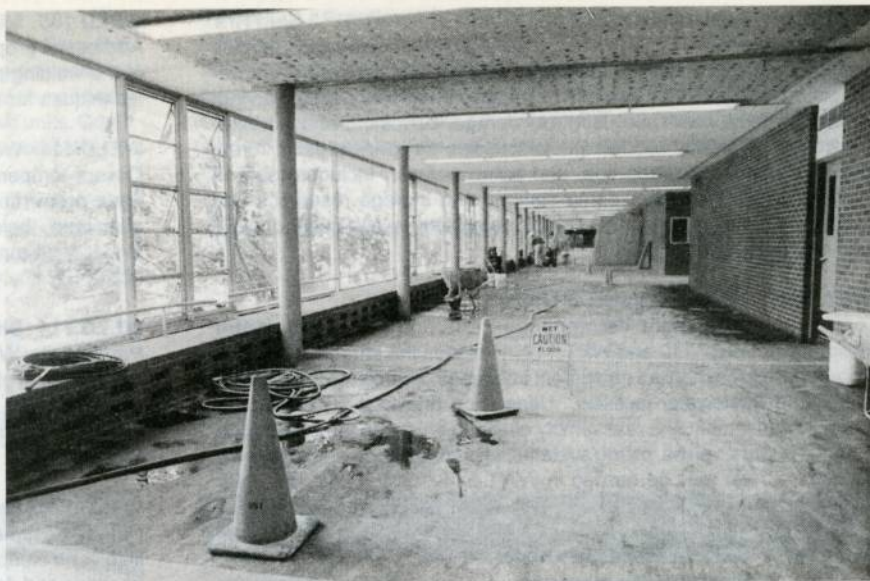
WELD 235 Gas Metal Arc Welding 6 Sem Hrs
Discusses general safety, Gas Metal Arc Welding (GMAW) safety, welding terms and definitions, electrode and gas selection, nominal pipe size and thickness standards, and welding joints. Includes laboratory exercises in starting an arc, running beads, pad welding, and groove welds on plate and pipe in fixed positions. (30-60)

WELDING ENGINEERING COURSES

WELD 101 Fuel Gas Welding, Cutting, Brazing 1 Sem Hr
Addresses safety in the use of oxy-fuel equipment, procedures, and operations. Includes the proper applications of common techniques for the joining and severing of metals. (5-15)

WELD 103 Fuel Gas Welding and Cutting 3 Sem Hrs
Topics include safety in use of equipment for oxy-fuel gas welding and cutting, and equipment set-up. Laboratory experience includes oxy-fuel welding of flat strips 1/8" or less in thickness, and cutting, beveling, and piercing plate and pipe. Credit may be earned in either WELD 103 or SKWL 101 but not both. (45-0) WD

WELD 104 Introduction to Shielded Metal Arc Welding 3 Sem Hrs
Topics include safety indoctrination, safety in arc welding, welding terms and definitions, electrode selection, and welding joints. Laboratory includes striking an arc, running beads, pad welding, and fillet welds. Credit may be earned in either WELD 104 or SKWL 104 but not both. (45-0) FD



REGULATIONS

AND

REFERENCES

1. Students' Rights, Responsibilities, and Conduct
2. Safety and Security Information
3. Parking and Traffic Regulations
4. Health Issues
5. Records Access and Confidentiality
6. The Delta Directory
7. Definitions of College Terms
8. Index
9. Maps



Delta College
We Are Your Opportunity

**SECTION
VII**

Students' Rights, Responsibilities, and Conduct

In joining the academic community, students enjoy the right of freedom to learn and share the responsibility in exercising that freedom. Students are expected to conduct themselves in accordance with standards which are designed to perpetuate the educational purposes of the College.

The College has developed procedures and channels by which students may have a fair and objective hearing for their grievances in regard to academic evaluation, students' rights and privacy, and disciplinary action. Students have the right of protection against prejudice, capricious academic evaluation, or loss of personal rights and freedom. At the same time, however, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled and for following the rules of conduct established by the College.

Association and Expression

A. Students are free to organize and join associations to promote their common interests. In order to use College facilities and resources and to request financial assistance from the College for programming, student groups are required to register with the Vice President of Student Services' Office, submitting a statement of purpose and a current list of officers or designated representatives. Groups are also encouraged to choose a faculty or staff advisor to assist them.

B. Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately, including their views on issues of College policy.

C. Generally, students or student organizations may distribute written material without prior approval. Hand-to-hand distribution shall be permitted in areas of public passage (commons, hallways, sidewalks, etc.), providing distribution does not interfere with normal College activity or routine. Posting and other types of distribution shall be limited to those places established by written College regulations.

D. Students and student organizations are free to invite speakers, to hear any person, and to plan programs of their own choosing subject only to those written requirements established by the College to ensure proper scheduling and use of facilities.

E. No policy, procedure, or guideline of Delta College shall discriminate on the basis of the political, social, or other opinions of students individually or collectively.

F. No record will be kept by Delta College which reflects the lawful political activities or beliefs of students, unless requested by the student in writing. Information about a student's views, beliefs, and/or political associations acquired by the faculty or other College employees in the normal course of their work will be considered confidential and will not be disclosed without the knowledge and consent of the student unless under legal compulsion.

G. Nothing in this policy shall be construed to imply approval or endorsement by Delta College of the views expressed by students or student organizations.

H. Nothing in this policy shall be construed to relieve any person of obligations under Regulations and Rules of Conduct.

Regulations and Rules of Conduct

I. Introduction

A. **General Responsibility:** Delta College has the responsibility to adopt and enforce rules which are consistent with Delta College goals and operations and to establish due process procedures in disciplinary cases.

B. **Authority to Establish Standards of Conduct:** Standards of conduct are established by rules of the College, as adopted by the Board of Trustees, and made known through College publications or by notices distributed or prominently posted on College Bulletin Boards; and by laws of the United States, State of Michigan and County of Bay (public laws).

Except in the case of interim or emergency rules as granted by Michigan Public Act No. 26 of 1970, such regulations shall be established and amended with the advice of the College Senate. Final authority is through either the Delta College Board of Trustees or the laws of the United States, State of Michigan, or County of Bay.

C. **Individual Responsibility:** An individual having an institutional relationship to Delta College (members of College community) is automatically placed under the rules of the College. "Institutional relationship to the College" means any connection of employment, enrollment, or service existing between any person and Delta College. As used herein, this phraseology is intended to prevent the application of these rules to purely personal or social relationships between or among students, faculty members, administration, or staff members outside the College proper. It is therefore important for all members of the College community to familiarize themselves with the rules and regulations affecting them.

D. **Effect of Violating Rules:** A member of the College community violating any of the rules of the College or a public law, on-Campus or off-Campus, at a Delta College-sponsored activity, is subject to disciplinary action by Delta College that is appropriate to the nature of the offense. Such disciplinary action will be taken in accordance with the procedures governing cases of violations as outlined in the Delta College judicial process.

E. **Reports of Violations:** Reporting of violations shall be within the province of all members of the College community, because they have a common responsibility in maintaining an orderly and efficient community for their mutual benefit. Violations may fall in one of several categories: 1. Minor offenses which are dealt with by reprimand; 2. Violations by students which are to be reported to the Office of the Vice President of Student Services; 3. Violations by faculty or staff members which are to be reported to the Office of the President; and 4. Civil or criminal violations which are to be reported to the Campus Police Department.

F. **Severance Provision:** If any of the foregoing rules or any part of any such rule shall be adjudged invalid by a court of competent jurisdiction, then such adjudication shall not affect the validity of these rules as a whole or any provision or part of any such rules not so adjudged invalid.

II. Rules and Regulations

A. **Physical Force:** No member of the College community shall use physical force, threaten physical force, or use intimidation against any person engaged in an activity properly undertaken as part of an institutional relationship of the College except as permitted under normal law enforcement procedures.

B. **Disruption:** No member of the College community shall interfere with a College function by depriving any person of needed safety, quiet, or other physical conditions of work or study.

C. **Interference:** No member of the College community shall interfere with the free movement of any person engaged in an activity properly undertaken as part of an institutional relationship to the College.

D. Compliance: In keeping with the system of voluntary compliance that underlies the College Regulations and Rules of Conduct, no member of the College community shall fail to follow the reasonable instructions given by an appropriate College official to cease specified conduct, if such conduct threatens disruption or interference with the rights of others, College discipline, College functions, and/or order in the College community.

E. Identification: No member of the College community shall refuse to provide identification when requested to do so by an identified employee of the College.

F. Forbidden Occupation: No member of the College community shall, subsequent to reasonable notice to leave given by the College President or the authorized designee, continue occupation of any College facility or property which is under the direct control or responsibility of the College, especially if such occupation interferes with a College function or risks injury to a person or property.

G. Facility Entry and Usage: No member of the College community shall gain or attempt to gain unauthorized entry to or make unauthorized use of the College facilities or property.

H. Property: No member of the College community shall damage, deface, destroy, steal, or misappropriate the property of the College, any member of the College community, or any visitor to the College Campus.

I. Unauthorized use of College Credit, Property, Etc.: No unauthorized member of the College community shall use the College telephones, postal machines and meters, duplicating machines, computer, motor vehicles, or other equipment where the unauthorized use of such results in the incurring of charges by the College. This provision shall be deemed to also include College billing, charging, and credit card numbers utilized for communications or transportation purposes. Further it shall be a violation for any member of the College community who has not been issued a key by the College to possess or use College keys for any purpose whatsoever.

J. Counterfeiting, Altering, and Copying: No member of the College community, with intent to injure or defraud, shall falsely make, forge, manufacture, print, reproduce, copy, tamper with, or alter any writing, document, record, or identification used or maintained by the College or by members of the College community.

No member of the College community shall knowingly possess, display, or cause or permit to be displayed any writing, record, document, or identification form used or maintained by the College or by members of the College community, knowing the same to be fictitious, altered, forged, counterfeited, or made without authority.

K. Confidentiality of College Records: No person shall inspect, investigate, or use College files (i.e., counseling, financial aid, placement, records, registration) without proper College authorization.

L. Firearms and other Dangerous Materials: The possession or use of firearms, firecrackers, explosives, toxic or dangerous chemicals, or other lethal weapons, equipment, or material is not permitted on College property (including College housing) at any time except when specifically authorized by the College for educational purposes or when firearms used for recreational purposes and transported through the Campus meet the regulations of the Campus Police Department.

M. Alcoholic Beverages: No member of the College community shall possess or consume beer, wine, or other alcoholic beverages on College property, or any property which is under the direct control or responsibility of the College, excluding Residence Halls, in which case regulation of such shall be the responsibility of the Vice President for Student Services. This regulation shall not apply to the President's home and the Higgins Lake Cottage. This rule may be suspended from time to time by authorization of the President.

N. Drugs: No member of the College community shall possess, distribute, or use any prohibited drug in either the refined or crude form, nor shall any member of the College Community possess property which is used, or intended for use, as a container for any controlled substance except controlled substances for personal usage, which must be under the current prescription of a licensed physician, those specifically authorized to Delta College by federal or State authorizing agencies for educational purposes.

O. Smoking Policy: In the interest of providing a safe and healthy environment, all Delta College buildings are smoke-free. This action is in accordance with the Michigan Clean Indoor Act, Pt. 126 of the Public Health Code P.A. 368 of 1978.

P. Selling, Soliciting, and Distributing: Any person who wishes to distribute, solicit, or sell information, materials, goods, or services not within the normal College activities and routine, must have the written permission of the Vice President of Student Services or the Vice President of Business and Finance or their designee.

Q. Animals: People may not bring animals on Campus or into College buildings. Leader dogs and animals used for educational purposes are exceptions; however, all animals must remain under the control of their owners and be properly licensed and medically treated as required by law.

R. Federal, State, and Local Laws: Violations of Federal, State, or local laws on-Campus, or off-Campus in connection with College-sponsored activities shall constitute violations of College rules.

S. Plagiarism and Honesty in Academic Work: See Section IV, Academic Policies and Information.

Questions regarding the rights and responsibilities of Delta College students and guests should be addressed to the Office of the Vice President of Student Services, phone 686-9339.

Bulletin Board Posting Policy

Students wishing to post advertisements (i.e. sales items, spring break trip posters, lost and found, etc.) are requested to take the advertisements to the Students Activities Office D-102 West Concourse for approval. All advertisements will be posted for a maximum of thirty days (30) and will be removed the last working day of every month. Advertisements are limited to twenty-five (25) pieces of material and must be distributed accordingly throughout the designated posting areas. Metal strips in the East and West Halls (Main Building) are reserved specifically for Delta College related materials.

Areas of Posting:

Advertisements may be posted in six (6) different locations.

- The bulletin boards in the South entrance to Delta College
- The bulletin boards in the East and West Halls (Main Building)
- The bulletin board in the Fine Arts Building (S Wing)
- The bulletin board in the Allied Health Building (F Wing)
- The bulletin board in Student Lounge Area (West Commons Entrance)

Student advertisements posted in any location other than the ones listed above will be removed.

Exceptions: The exceptions to the above will occur during the two weeks preceding a Student Senate election when candidates for Student Senator will be allowed to post election material throughout the College. Materials must be removed the day following the election. Other exceptions will be at the discretion and approval of the Vice President of Student Services.

Posting on glass doors or windows is prohibited. Free standing signs are available from General Services for hallway usage.

Disruptive Students

Disruptive conduct taints the educational atmosphere and may endanger the safety of students and staff. Accordingly, when student conduct on campus creates a serious enough disruption such that the only reasonable solution is removal of the student, a faculty/staff member may temporarily suspend or permanently expel that student from class/campus.

This policy and accompanying procedures assumes that the faculty/staff has made every attempt to resolve this issue with the student through such informal methods as individual conferences and/or written messages. If these informal methods have not met with success, the following formal procedures will be implemented.

1. The student will be verbally warned by the faculty or staff member the student's behavior is considered to be disruptive (describe the behavior to which the faculty/staff member is referring) and that if the student continues the behavior, s/he will be asked to leave the class/building.
2. If the student persists with the disruptive behavior, the faculty/staff member can then ask the student to leave the class or campus. At this time the faculty/staff must warn the student that failure to leave may result in police intervention. The faculty/staff must indicate whether the suspension is just for that day or if the student must appeal to the appropriate Division Chair to reenter the class. In other words, clarify for the student whether the suspension is temporary or permanent.
3. If after the previous verbal warnings the student continues to demonstrate disruptive behavior, the faculty/staff will summon the appropriate police agency who will have the option of arresting the student for criminal trespass, if necessary. The faculty/staff member's request for the student to leave provides the police agency with sufficient probable cause to effect an arrest.
4. If as a result of faculty/staff member's request for expulsion the student leaves the classroom/campus, the faculty/staff will notify their Division Chair or immediate supervisor in writing within 24 hours of the incident.

The written report must include the student's identity and the behavior that was considered to be disruptive. Sufficient detail must be provided to allow the Chair/Supervisor to assess whether or not the policy was followed. Please note that the written report is only necessary when considering expulsion. Temporary suspension is handled informally by the faculty/staff member.

5. The Division Chair/Supervisor must immediately contact the student by phone, with a follow-up through registered mail, notifying them of the opportunity to explain the incident from the student's point of view. In addition, this notice will include the date by which the student must respond back to the Division Chair (or designee) or else forfeit their right to appeal the expulsion. Generally, the student will be given three class* days to respond in person, by phone, or mail (postmarked). Within 24 hours of the conclusion of the meeting to review the suspension, the Chair/Supervisor will decide if the removal was justified or if the student should be reinstated. The Chair/Supervisor may find it necessary to consult with other College employees, students, or records for additional information upon which to base their decision. The Chair/Supervisor may support or deny the removal, or make other arrangements for the student.
6. The decision of the Chair/Supervisor will be conveyed to the student and the faculty/staff member who caused the removal as soon as possible, either in person or by phone. A written confirmation of the decision will be sent to both the staff member and the student within three class days. Within three class days of the receipt of the written decision, the student or the staff member may appeal in person, by phone, or in writing the decision to the appropriate Dean/Supervisor (identified in the written decision by the Chair); whose decision will be final.
7. It is important to emphasize that each step of the process should proceed as quickly as possible, while maintaining fairness and objectivity.

*For the purpose of this policy, class days include only Monday-Friday when Delta College classes are in session.



Student Complaint and Hearing Process

Every effort will be made to first resolve conflicts through informal discussions with the involved parties. If this fails, a written complaint may be filed as follows:

A. Complaint

1. A complaint alleging violations of a College rule and/or regulation may be filed in writing against any student through the Campus Police Department on a State of Michigan Standard Incident Report Form, UD-107. Complaints must be filed within a reasonable length of time. This report shall then be forwarded to the Office of the Vice President of Student and Educational Services (or designee) for action.
2. After consultation with the student involved and after undertaking other investigations that may be appropriate under the circumstances, the Vice President of Student and Educational Services or designee shall take one of the following actions:
 - a. Dismiss the complaint.
 - b. Conduct an informal hearing and invoke a sanction if the alleged violation is admitted.
 - c. Refer to a Case Review Officer selected from a list prepared by September 1 each year by the Office of the President and named within three working days of the receipt of the complaint, barring unforeseen circumstances.
3. The action taken by the Office of the Vice President of Student and Educational Services (or designee) will be communicated to the student in writing.

B. Case Review

Purpose: To consider complaints referred by the Office of the Vice President of Student and Educational Services (or designee) and to recommend appropriate action to be taken by the Office of the Vice President of Student Services.

1. The Case Review Officer will conduct a case review, normally including discussion with all parties involved, prepare a written report, and recommend that one of the following actions be taken by the Office of the Vice President of Student and Educational Services:
 - a. Dismiss the complaint.
 - b. Invoke a specific sanction.
 - c. Activate the Formal Hearing Panel.
2. The Case Review Officer will make a recommendation within five working days of receiving the complaint, barring extenuating circumstances.
3. Action by the Office of the Vice President of Student and Educational Services shall be communicated to students in writing.

C. Formal Hearing Panel

1. Members of the Formal Hearing Panel shall serve for one year (September 1 through August 31 of the following year) and include:
 - a. A non-voting chair designated by the Office of the Vice President of Student and Educational Services who has not previously ruled on the case.
 - b. Three students selected by the Student Senate Committee.
 - c. One faculty selected by the Faculty Executive Committee.
 - d. One staff member selected by the Senate President.
 - e. A sufficient number of alternates shall be designated to assure full panel representation when a hearing is scheduled.
2. The Formal Hearing may be requested:
 - a. By the student filing a written request with the Office of the Vice President of Student and Educational Services within five working days following notification of the action taken or
 - b. By the Office of the Vice President of Student and Educational Services.
3. Within 10 working days of the receipt of a written request for a formal hearing, the Office of the Vice President of Student and Educational Services shall convene the Hearing Panel.

4. The Formal Hearing Panel will review all previous actions and conduct a formal hearing. Within 8 working days, barring extenuating circumstances, the Panel shall make a ruling specifying its findings.

Such ruling may result in:

- a. Confirmation of the action of the Office of the Vice President of Student and Educational Services.
 - b. Dismissal of all or a portion of the complaint.
 - c. Instructions to the Office of the Vice President of Student and Educational Services to invoke a specific sanction or initiate other disposition as the Hearing Panel deems appropriate under the circumstances.
5. The decision of the Hearing Panel shall be final except that action involving suspension or dismissal from the College must be ratified by the Office of the President before implementation.

Student Computer Accounts

Delta College students currently enrolled in academic or community service classes are eligible to request a student computer account providing access to the Internet from the main campus and major centers where available. Delta College student accounts will be terminated after a 12 month grace period during which the student has not been enrolled in a Delta College class.

A fee is charged per semester for optional off-site Internet access. Any student computer account in violation of Delta College Electronic Resources Access and Use Guidelines will be terminated.

Electronic Resources Access and Use Guidelines

1. By accessing College electronic information systems you assume personal responsibility for their appropriate use and agree to comply with all applicable College policies and procedures as well as external networks' policies and procedures, local, state and federal laws and regulations.
2. You are solely responsible for your access and use, and may not transfer or share your passwords or account except as expressly authorized in writing by the Executive Director of the Office of Information Technology (OIT).
3. Delta College electronic resources are provided to support the college mission. Uses such as private business use or use for personal gain, non-profit activities, advertising and fundraising not related to the college are prohibited. Excessive personal use for activities such as game playing, financial transactions or communicating with family and friends is also prohibited.
4. Uses that threaten the integrity of any system or its contents, the function of resources accessed through the system, the privacy or safety of anyone, or that are illegal are forbidden.
5. Misuse can lead to penalties up to and including loss of system access, employment termination or expulsion from classes or from the college. In addition, some activities may lead to risk of personal legal liability, both civil and criminal. Use common sense: the same rules of courtesy, ethics, morality and law apply here as elsewhere.
6. All persons accessing the College's electronic resources are covered by these guidelines, whether faculty, staff, students, trustees, volunteers, emeritus or retired persons, trustees, guests, or any other user.
7. All electronic resources of the College are covered by these guidelines, including without limitation all networks, supporting backbones and links, stand-alone computers, output devices, shared computers, and connecting resources of any kind, including any external networks.

8. You should not assume that anything received, sent or stored on any of these systems is private. The College generally, and system administrators specifically, will respect the privacy of users. However, these systems are not provided or intended for sending or receiving private or confidential communications. If material is stored electronically rather than in paper files, it must be just as accessible to others who need access to those files as any paper file would be. In addition, system administrators have access to all mail and user access requests and will monitor them as necessary to assure efficient performance and appropriate use. If access discloses improper or illegal use, it may be reported and penalized. Legal process, including requests for information under the Freedom of Information Act, may also compel disclosure.
9. Each user must respect the privacy of every other user. You may not attempt to access, copy, modify or otherwise view or use the passwords, data, or electronic resources of any other user, except as expressly authorized in writing by the Executive Director of the Office of Information Technology (OIT).
10. You may not represent yourself as someone else, or send messages that appear to originate from someone else ("spoofing").
11. You have free speech and academic freedom rights in electronic forms of communication as you do in other forms of communication. However, your responsibilities may be somewhat different because of the nature of the medium. Electronic messages may be accessible to unintended audiences. The College will not impose restraints or monitor content of communications except as required by applicable law and system administration requirements. Your communications are subject to such laws, including those regarding others' rights to privacy, licensing or copyright, prohibition of defamation, or prohibition of harassment or stalking, and the consequences of violations can be severe.
12. Your access to resources of the College, including access to electronic resources, is a privilege and not a right.
13. You must observe classroom and computer lab policies and procedures, and comply with instructions of support staff in the computer labs and OIT staff. In particular, you will vacate workstations or the facility and will surrender other resources (such as printers and software) promptly when asked to do so both at closing times and when necessary to permit access by others.
14. You should assume that anything you access may be copyrighted. Absence of a © notice does **not** mean that the material is not copyrighted. That means that, for example, before you download a document, an image, or any other media to your web page, you should ask the author's permission.
15. You have full responsibility for statements made via the electronic resources of the College, including statements on any personal Web pages. Such statements do not represent the opinions of the College or any other member of the College community. Your personal Web page should include the following disclaimer at the bottom of the first page: "This space is provided as a service by Delta College. Views expressed do not necessarily reflect those of the College."
16. The following list is provided as an illustration, but not an exhaustive list, of the kinds of uses that could subject you to penalties by the College or by outside authority:
 - Harassment, such as repeated unwanted communication or communication that threatens;
 - Violation of others' privacy;
 - Destruction or damage to equipment, software or data of the College or others;
 - Violation of computer system security;
 - Use of computer accounts or access codes without permission, or permitting another unauthorized person to use accounts or access codes;
 - Violation of copyright or software license agreements;
 - Negligent or deliberate inappropriate use of the resource in ways that degrades service for other users, including viruses, Trojan Horses, worms and the like;
 - Academic dishonesty;
 - Violation of College policy or local, state or federal law;
 - Using computer resources for any purpose which is criminal, unethical, dishonest, damaging to the reputation of the College, or likely to subject the College to liability.
17. Consequences and process will depend on the violation. When required to protect others or system integrity, immediate termination, removal of pages or other materials, or suspension of user privileges may occur. Otherwise, the user will normally be notified of the alleged infraction and will have an opportunity to respond to a person or body separate from system administration, and will have an opportunity to appeal. The process used will depend on the nature of the alleged infraction, and could be heard under the Judicial Process, Senate Policy 2.065; Student Violation of College Rules and Regulations, Senate Policy 8.045; Disciplinary Action, Support Staff Policies and Procedures 1.12; Affirmative Action or Sexual Harassment complaint procedures, or other appropriate college procedures, or could be referred to outside legal authorities where violations of local, state or federal law are involved. Penalties imposed may range from warnings to suspension of privileges for a temporary, definite, or indefinite period, to termination of employment or expulsion from classes or from the College, to civil suit or criminal prosecution and the penalties resulting from those actions.

Safety and Security Information

Law Enforcement on the Campus

The Delta College Campus Police Department is primarily responsible for providing safety and security services, enforcing traffic and parking regulations, and conducting criminal and accident investigations. The Department is located in the Main Building, N-102, across from the East Main Entrance. The Campus Police Department is open 24 hours a day, 7 days a week excluding holidays, at which time officers of the Department are dispatched through Bay County Central Dispatch, for emergencies only.

The police officers of the Campus Police Department are deputized through the Bay County Sheriff Department and as such, have full police and arrest powers on Campus. These police officers are trained in the same manner as all other law enforcement officers in the State of Michigan and are certified as such through the Michigan Law Enforcement Officers Training Council. The officers also receive training in basic first aid and personal safety. The Campus Police Department maintains a close working relationship with federal, State, county, and other local law enforcement agencies and appropriate elements of the criminal justice system.

Reporting of Criminal Activities or Emergencies

To report a crime or an emergency, you should call the Delta College Campus Police Department at 686-9111 or for inter-College calls, dial Ext. 9111. A crime or emergency which occurs off-Campus should be reported to the police department having legal jurisdiction for that area. If you are unsure which department has jurisdiction, call 686-9112.

The Campus Police Department maintains two-way radio contact with Bay County Central Dispatch, providing access to assistance and support from the Bay County Sheriff Department, the Michigan State Police, Saginaw Valley State University Police Department, the Frankenlust Township Fire Department, Bay Medical Ambulance, and the Delta College Physical Plant Department.

Maintenance and Security of Campus Facilities

Delta College maintains a very strong commitment to Campus safety and security. Every effort is made to ensure that the Campus facilities, buildings, and grounds are maintained in such a manner as to promote safety and reduce criminal opportunity.

Exterior lighting is a very important part of this commitment. The College attempts to maintain adequate exterior lighting in parking lots as well as on the pedestrian walkways. Members of the College community are encouraged to report any exterior lighting deficiencies to the Campus Police Department or the Physical Plant Department. Written surveys of exterior lighting are taken by the officers of the Campus Police Department or by Physical Plant employees on a monthly basis.

Exterior doors on Campus buildings are locked and secured each evening by Campus Police personnel. Physical Plant personnel are responsible for the unlocking and opening of these exterior doors. Door and security hardware operating problems are also reported by these personnel on a daily basis. Problems in exterior door locking mechanisms should also be reported to the Campus Police or Physical Plant Departments.

Parking lots on Campus are actively patrolled by Campus Police officers and the Department also has a variety of alarms (including fire, intrusion, hold-up and trouble) to assist the officers in patrolling and monitoring the Campus.

Security Awareness and Crime Prevention Programs

It is the intent and desire of Delta College to prevent crimes rather than react to them after the fact. Delta College's crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities, wherever and whenever possible, and encouraging students and employees to be responsible for their own safety and security, as well as that of others. This program is accomplished in the following manner:

1. **New Student Orientation:** A crime prevention presentation accompanied by a brochure handout is made available to new students at Orientation.
2. **New Employee Orientation:** A crime prevention presentation accompanied by a brochure is made available to new employees being oriented to Delta College during each Fall Semester.
3. **Crime Awareness/Prevention Presentations:** Crime prevention presentations are made annually to various Campus groups.
4. **Closed-Circuit Television Surveillance:** Closed-circuit television cameras monitored by the Campus Police survey several restricted areas.
5. **Escort Service:** An escort service is available for the safety of students and employees (there may be times, however, when an officer is not immediately available for this service). Students, faculty, and staff are encouraged, for their own safety, to walk in groups and not to accept escorts from strangers.
6. **Printed Crime Prevention Materials:** Crime prevention brochures and posters related to crime awareness/prevention measures are distributed and displayed.
7. **Security and Facilities Surveys:** Surveys of exterior lighting, exterior doors, and grounds are conducted by the Campus Police Department/Physical Plant Department to promote and enhance safety and security.
8. **Operation Identification:** The engraving of social security numbers or owner-recognized numbers on items of value is strongly promoted and available at no cost to students, faculty, and staff.
9. **Crime Prevention Publicity:** Prevention articles and material are routinely published in the student newspaper, in the weekly bulletin and in the faculty/staff newsletter. This material is also on display in the showcase located in the hallway outside the Campus Police Department.
10. **Campus Update:** A monthly listing of on-Campus criminal activities and statistics is displayed in the Department showcase.
11. **Special Alerts:** If circumstances warrant, special printed crime alerts can be prepared and distributed either selectively or throughout the Campus. Because no campus is isolated from crime, the key to preventing crime is awareness, which is best achieved through education.
12. **Patrols:** Officers of the Delta College Police Department perform routine patrols of the campus both on foot and in the car. In addition, a bicycle patrol allows for a more personal and individualized contact with officers of the department.
13. **Sexual Offense Awareness/Prevention Programs:** Sexual Assault Awareness/Prevention Programs are made available throughout the year to members of the college community, which may include training sessions, brochures, posters/flyers, bulletin boards, and information in the news media, along with material covering this subject during the Orientation program.

Allegations of Criminal Sexual Conduct committed by members of the College community, will be handled through the College's Judicial Process Article. Such persons may also be subject to criminal prosecution or other legal action in the court system.

In addition to imposition of disciplinary sanctions under College procedures, (which could include suspension or expulsion from the College and/or termination from employment) prosecution under state and federal laws, (which could include fines and/or imprisonment) is also possible.

REMEMBER: Don't shower, bathe, douche, change clothes or straighten up the area where assault occurred. You will destroy evidence you may need! Report it to the police! You will have the option of being assisted by campus authorities in notifying law enforcement authorities if a sex offense has occurred.

In investigating and hearing cases of alleged sexual assault:

- 1) The accuser and the accused shall be entitled to the same opportunities to have others present during a disciplinary proceeding; and
- 2) Both the accuser and the accused shall be informed of the outcome of any College disciplinary proceedings.

Victims of sexual offenses are encouraged to receive confidential assistance, on-campus, from Health Services (Room N-102), at 686-9333, or the Counseling Center (Room D-102) at 686-9330. For off-campus assistance contact your local Crisis Intervention Center.

Victims have the right to choose counseling, medical treatment, prosecution and the reporting of their case, through the Delta College Judicial system and/or the off-campus court system, as well as the right to refuse all of the above without reproach from any College personnel.

This information is being provided to you as part of Delta College's commitment to your safety and security on its Campus and in compliance with the Crime Awareness and Campus Security Act of 1990.

Crime Statistics

Delta College believes that an informed public is a safety-conscious public. The following statistics, provided in compliance with the Crime Awareness and Campus Security Act of 1990, are for your information. A written request for crime statistics involving major off-Campus sites has been made to the police agencies having jurisdiction over each off-Campus site. Any crime statistics for these sites, which have been included in these statistics, reflect only those offenses which have been brought to our attention.

These offenses do **not** include "assists" to outside law enforcement agencies.

REPORTS:	1996	1997	1998
Murder	0	0	0
Manslaughter	0	0	0
Arson	1	0	1
Criminal Sexual Conduct	0	0	0
Criminal Sexual Contact	0	0	0
Robbery	0	0	1
Aggravated Assault	0	0	0
Breaking & Entering	2	0	1
Motor Vehicle Theft	0	1	0

The following are arrest statistics for three offense categories for 1997 and the preceding two years. These statistics do **not** include arrests taken through the College's judicial process.

ARRESTS:	1996	1997	1998
Liquor	3	1	3
Drugs	1	0	0
Weapons	0	0	0

Total Student Enrollment for 1998 = 9,226

Total Faculty/Staff for 1998 = 559

(None of the above criminal offenses were classified as hate crimes)

Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other conduct or communication of a sexual nature when:

- Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of a student's employment or education.
- Submission or rejection of such conduct is used as a basis for employment or academic decisions.
- Such conduct substantially interferes with a student's employment or education, or creates a hostile, offensive employment or educational environment.

Basically, sexual harassment is when someone makes you think you'll get in trouble, lose your job, get a bad grade, or be denied a service unless you give in to sexual advances or put up with sexual remarks or actions.

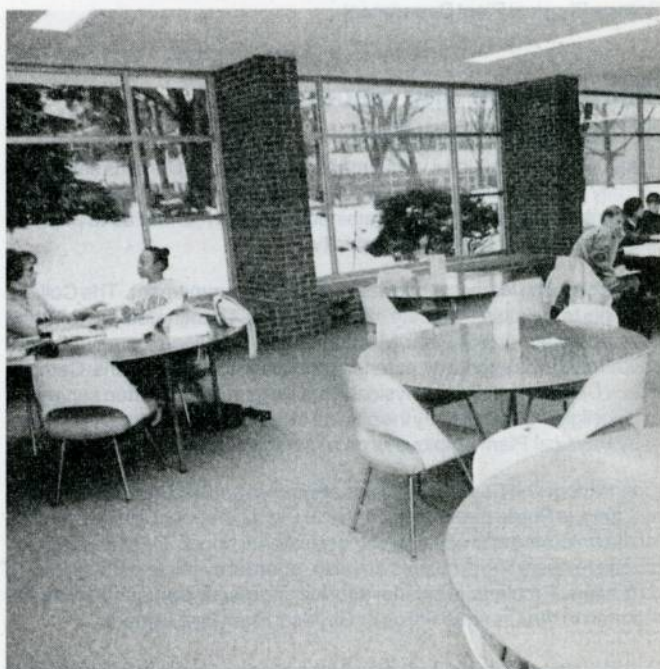
What Can I Do About Sexual Harassment?

First, be sure that the harasser knows you do not welcome this conduct or communication. State your objections clearly when it first begins! Don't just hope the problem will go away.

If the harassment continues, don't keep it to yourself. Take your complaint to either the Affirmative Action Officer, who is located in J-111, or to the Vice President of Student and Educational Services in B-131. Informal complaints are handled confidentially and may be resolved quickly. Talk to other students or coworkers and see if they observe what is happening to you. Ask if they have had similar problems with your harasser. Keep notes on when your problem occurred and what you said or did. This information will assist the College in handling your complaint.

Access to Campus Facilities

Campus buildings and facilities are accessible to students, faculty, staff, guests, and visitors during normal hours of business Mondays through Fridays, and for limited designated hours on Saturdays and Sundays (this excludes most holidays). The exterior doors to the Campus buildings are generally open and allow access between 7 a.m. and 10 p.m.



Parking and Traffic Regulations

Parking Regulations

All individuals using a motor vehicle on Delta College property are expected to comply with College and/or State rules, regulations, and laws pertaining to parking, traffic, and vehicle use on College property. Violations of College parking rules and regulations will result in a parking ticket which will result in fines and penalties ranging from \$10 to having the vehicle towed away at the owner's expense. Operators in violation of State law provisions applicable to the Campus will be issued a traffic citation complaint, which will require the violator to appear in 74th District Court in Bay City.

Sec. 1 - Parking

The College has provided adequate parking space for all students, faculty, staff, and visitors. All vehicles which enter the property of Delta College are expected to comply with the College regulations pertaining to parking and traffic. Failure to comply with these regulations will result in Violation Notices being issued by an officer of the Campus Police Department.

Sec. 2 - Towing

The College maintains its right to tow any vehicle illegally parked on the Campus without warning at the expense of the owner.

Sec. 3 - Obstructing Traffic

Any vehicle parked on the Campus in such a manner as to obstruct the free flow of traffic or endanger the safety of the public shall be in violation of this regulation. Vehicle will be towed at owner's expense.

Sec. 4 - Abandoned Vehicle

Any motor vehicle left on the Campus for more than five consecutive days without being moved, and the owner/driver has not notified the Campus Police Department that the vehicle will not be moved, shall be deemed abandoned. Any vehicle parked on the Campus without current license plates attached shall also be deemed abandoned. Vehicles will be towed at owner's expense.

In an effort to control long term parking, the College requires the owner/driver of any vehicle which will be left parked for an extended period of time (more than five consecutive days without being moved) to report the necessary information to the Campus Police Department immediately.

Sec. 5 - Parking on Delta College Property

No person shall park, except when necessary to avoid conflict with other traffic or in compliance with law or directions of a police officer or traffic control device, in any of the following places:

- 5.01: At any place or location where official signs prohibit parking or stopping, including but not limited to posted Fire and Emergency Lanes, Bus Stop Zones, and Loading and Unloading Zones.
- 5.02: At any place or location where official signs designate such parking for specific use of handicapped persons, motor-driven cycles, or bicycles.
- 5.03: On any sidewalk located on the Delta College Campus.
- 5.04: Within 15 feet of any fire hydrant.
- 5.05: Upon the curb, grass, land islands, traffic islands, or median strips.
- 5.06: In reserved parking lots without proper authorization.
- 5.07: On the highway side of any vehicle stopped or parked at the edge or curb of a street.
- 5.08: Within any intersection, or blocking any public or private driveway.
- 5.09: On any street or roadway, or the shoulder of any street or roadway on the Delta College Campus.
- 5.10: In such manner as to prevent other vehicles from using legitimate parking spaces; i.e., straddling parking lanes, parked in two spaces, parked parallel to curb, or backed into parking space.

Sec. 6 - Car Pool Parking

In an effort to assist students, a special Car Pooling Area, located in the East Parking Lot, has been established. Permits for car pooling are obtained from the Campus Police Department. To obtain a permit, there must be three or more riders in a car at least three days a week. Parking in this special area is strictly enforced every day. A violation will result in a ticket; a second violation will result in the vehicle being towed at the owner's expense.

Sec. 7 - Fines and Penalties

All fines will double if not paid or an appeal is not filed with the Campus Police Department within 21 days after receipt of a ticket. Once a ticket is put on hold after the 21-day period, a service charge of \$2 will then be added. Also, after the 21-day period, all transcripts are placed on hold and will not be released until the fine is paid. Any outstanding parking fines that are not paid by the end of the semester will also result in the student not being able to register for the next semester.

Sec. 8 - Appeals

All requests for appeal of parking tickets should be directed to the Campus Police Department. An appeal form must be completed and returned to the Department. The Parking Appeal Board will meet at regular intervals to review appeals and complaints. The Board may either uphold the fine, dismiss the case, order the release of holds placed on transcripts, or allow registration for classes in accordance with these regulations. The Board shall also send written notices to individuals with fines outstanding, advising them of the penalties. The Board will also review and recommend changes in these regulations. The College reserves the right to make any necessary revisions to these regulations at any time, providing a two-week notice is published in the student and staff bulletins prior to becoming effective.

Sec. 9 - Handicapped Parking

The Campus has limited spaces reserved for handicapped drivers. Spaces are assigned on a semester basis. Persons may apply at Disability Concerns (D-102). A doctor's letter describing the severity of handicap is required.

Traffic Regulations

Report all accidents to the Campus Police Department, whether they occur in the parking lots or on the roadways. A state accident form will be filled out as required. Most accidents occur in the parking lots while attempting to park your car or upon backing out of a parking space. Use care in parking and obeying traffic rules and regulations.

Note: Copies of accident reports will be furnished to insurance companies upon written request and payment of the required fee.

Sec. 1 - College Regulation

As a condition of the use of College roads and parking facilities, all vehicles on Delta College property shall be operated in a safe and courteous manner in obedience of all applicable State laws, all posted traffic signs, and directions of Campus Police officers.

All persons operating a vehicle on this Campus must show proper operator's license, registration, and proof of insurance when requested by Campus Police officers or other law enforcement officers.

Sec. 2 - State Law

Delta College Campus Police officers, as deputy sheriffs of Bay County, as well as other State law enforcement officials, have authority to enforce those provisions of State law applicable to the Campus. Operators in violation of such provisions can be issued a traffic citation, which will require the violator to appear in 74th District Court in Bay City.

Applicable provisions include:

OFFENSE

	MI State Law
Failure to stop after PL accident	257.617
Failure to stop after PD accident	257.618
Driving under influence of liquor or drugs	257.625
Driving while impaired	257.625a
Careless driving	257.626b
Drag racing	257.626a
Failure to stop leaving private drive	257.652
Manslaughter	750.324
Negligent homicide	750.325
Reckless driving	257.626

Conviction of certain of these offenses may result in points being added to your driving record.

Sec. 3 - Penalties

Members of the Delta College community who are in violation of the above Sections 1 and 2, whether or not issued a citation under State law, shall also be subject to disciplinary action under the College judicial process.

Health Issues

Drug & Alcohol Guidelines and Resources

The following information is provided in compliance with the Drug Free School and Communities Act Amendments of 1989 Public Law 101-226.

Alcoholic Beverages: No member of the College community will possess or consume beer, wine, or other alcoholic beverages on College property, or any property which is under the direct control or responsibility of the College, unless a specific College-approved function permitting alcohol consumption has been authorized by the Office of the President.

Drugs: No member of the College community will manufacture, possess, distribute or use any prohibited drug in either the refined or crude form, nor will any member of the College community possess property which is used or intended for use as a container for any controlled substance except controlled substances for personal usage, and these must be under the current prescription of a licensed physician, or those specifically authorized to Delta College by federal or State authorizing agencies for educational purposes.

Violations may fall into one of several categories: 1. Minor offenses which are dealt with by reprimand; 2. Violations by students which are to be reported to the Office of the Vice President of Student and Educational Services; 3. Violations by faculty or staff members which are to be reported to the Office of the President; and 4. Civil or criminal violations which are to be reported to the Campus Police Department.

Severance Provisions: If any of the foregoing rules or any part of any such rule will be adjudged invalid by a court of competent jurisdiction, then such adjudication will not affect the validity of these rules as a whole or any provision or part of any such rules not so adjudged invalid.

Effect of Violating Rules: A member of the College community violating any of the rules of the College or a public law, on-Campus or off-Campus, at a Delta College-sponsored activity, is subject to disciplinary action by Delta college that is appropriate to the nature of the offense. Such disciplinary action will be taken in accordance with the procedures governing cases of violations as outlined in the Delta College judicial process.

Reports of Violations: Reporting of violations will be within the province of all members of the College community, because they have a common responsibility in maintaining an orderly and efficient community for their mutual benefit.

Health Risks

Abusing drugs or alcohol can: make you sick; lower your job performance; put you in prison; cause dependency; be expensive; **kill you!**

Alcohol use will: dull your senses; impair coordination; slur your speech; cause mood changes; depress brain functions; damage liver, heart, and pancreas; irritate your stomach; cause physical damage to your unborn baby; lead to irreversible brain damage.

Drug use will: increase your heart rate and blood pressure; cause tremors and convulsions; produce heart, liver, and kidney damage; injure your unborn baby; lower your resistance to disease-AIDS; cause personality changes, confusion, depression; lead to paranoia and hallucinations; **kill you!**

Contact any of the following free Campus resources. All inquiries and assistance are confidential.

Counseling Center (D-102) 686-9330
Professional counselors available to assist during a crisis or by appointment.

Health Services (N-102) 686-9333
Medical care, referrals, brochures.

Human Resources Office (J-101) 686-9107
LIFE (Lifeline Information for Employees) program offering a confidential counseling and referral system for employees.

Community Resources include:

SAGINAW
Pathways, Saginaw Community Hospital 790-2272
Insight Recovery Center 792-0150
DOT Caring Center 790-3366

MIDLAND
Focus Center 631-7992
Alcohol Services of Midland County 1-800-395-3400

BAY CITY
Bay Haven 1-800-526-7314
Samaritan Center 839-0990

Alcoholic Anonymous 24-Hour Help Line 1-800-234-1253

Transmissible Diseases

- Delta College will provide for students, faculty, staff, and local residents, educational information concerning Acquired Immunodeficiency Syndrome (AIDS). Information about symptoms, known means of transmission, and precautions for avoiding or reducing the risks is given on a periodic basis.
- In response to AIDS inquiries which concern students or employees, no specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or parents without the expressed written permission of the individual in each case. It should be noted, however, that every possible effort will be made to address inquiries by explaining the extent of the College's educational programming and health safeguards concerning AIDS.
- Acquired Immunodeficiency Syndrome has been included as part of Section 504 of the Rehabilitation Act (1973) which states that no individual shall be discriminated against solely by reason of his or her handicap.
- The Infection Control Committee is helping Delta comply with the OSHA regulations for bloodborne pathogens.

Factors to be considered include:

The College Director of Health Services and the Director of the County Health Department, along with any other persons needing to be involved, will determine if a student has a transmissible disease, and if so:

- The possible consequences to fellow students and other members of the College community.
 - The risks to the infected student's personal health from remaining in the Campus environment.
- The Director of Health Services will notify the appropriate County Health Department of all cases of Hepatitis B, positive HIV, and other diseases required to be reported under State or federal law.

- The Director of Health Services will establish procedures to reduce the frequency of needlesticks and exposure to human blood, blood products, or mucous secretions in order to reduce the risk of transmission of infectious agents.
 - All clinic instruments which contact a person's blood or mucous membranes must be appropriately cleansed, disinfected, or sterilized between uses and, if disposable, placed in a labeled container designed for such a purpose.
 - All needlesticks must be immediately reported to the proper supervisor for further evaluation.
 - Students receiving accidental needlesticks in the classroom should report the incident immediately to their instructors. Faculty and staff receiving accidental needlesticks in the performance of their work should report the incidents immediately to their supervisors.
 - All Health Services staff shall be educated with respect to the transmissibility of infectious diseases such as Hepatitis B and HIV.
 - Health Services shall use disposable needles and lancets which will be properly disposed of immediately after use.
- Health Services will make information available concerning where testing for Hepatitis B virus, HIV antibodies, and other transmissible diseases can be received.
- Health Counseling will be made available either with the College Department of Health Services or the County Health Department.
- Health Services will observe strict confidentiality of all medical records so that no specific or detailed information concerning complaints or diagnosis be provided to faculty, administrators, or parents, without the expressed written permission of the patient. That position is supported by the amendment to the Family Education Rights and Privacy Act of 1974.
- This statement will be periodically reviewed in light of the most recent medical knowledge concerning specific diseases to which it is applicable.

Records Access and Confidentiality

Access to and Confidentiality of Student Records

Each year the College informs students of the Family Educational Rights and Privacy Act of 1974 as amended. This Act is to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings.

No one outside the institution shall have access to nor will the institution disclose any information, **other than Directory Information**, from students' educational records without the written consent of students except to qualified personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Delta College community, only those members, individually or collectively, acting in the educational interests of students are allowed access to student educational records. These members include personnel in the Offices of Records and Registration, Admissions, Financial Aid, and Counseling, and academic personnel within the limitations of their need to know.

At its discretion the institution may provide **Directory Information** in accordance with the provisions of the Act to include: student name, verification of address, enrollment status, dates of attendance, degrees/certificates and awards conferred including dates, curriculum, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Upon the publication of this notice, you are advised of the information which the College may release. Students may withhold Directory Information by notifying the Director of Records and Registration in writing. Request for non-disclosure will be honored by Delta College for only one academic semester at a time; therefore, requests to withhold Directory Information must be filed with the Director of Records and Registration one week prior to each semester.

The law provides students with the right to inspect and review all information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they find the decisions of the hearing panels unacceptable.

Delta College will permit persons who are or have been in attendance at the College to inspect and review their educational records. Students wishing to review their educational records must make written requests to the appropriate department listing the item or items of interest. Only records covered by the Act will be made available within 15 working days of the receipt date of the request.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, job placement, or honors to which they have waived their rights of inspection and review; or educational records containing information about more than one student, in which case the institution will permit access only to the part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their educational records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the persons in

charge of the records involved. If these persons agree with the students, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended and will also be informed of their right to a formal hearing by the Vice President of Student and Educational Services.

An Employer's Opinion

"Frankenmuth Bavarian Inn Restaurant loves to employ local Delta College students who can work part-time around their classes. We're nearby and flexible enough to adapt to most Delta schedules. Our motto at Bavarian Inn is "Earn while you learn."

Rhea Bartels, Human Resources Manager
Bavarian Inn Restaurant • Frankenmuth

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Definitions of College Terms

Don't get lost in College jargon. Understand these terms, which generally are common to all colleges, and your academic life will be easier.

Academic Year: September through the following August. Includes the Fall Semester, Winter Semester, Spring Semester, and Summer Session.

Academic Credits: See Credits.

Accredited: Certified by a specific state, regional, or national organization as meeting standards of quality in instruction, staffing, facilities, finances, and policies.

Add: Changing your schedule by adding a course after your initial registration.

Admission: Being accepted by Delta so you can register for courses.

Assessment: Basic skills tests in English, reading, and math to assist you in selecting courses at the appropriate level. Generally, assessment is required for new students. See Section II, The Enrollment Process, Steps to Success for details.

Associate Degree: Degree (diploma) granted after successful completion of a program of study which has a minimum of 62 credits.

Audit: Registering for and attending a course, but receiving no grade or credits. Regular tuition and fees must be paid. Audits do not count toward completion of a program or graduation.

Centers: See Off-Campus Centers.

Certificate: Document granted upon successful completion of a program of study which has a minimum of 24 credits.

Concurrent Course: Often referred to as Corequisite. A course that must be taken during the same semester as another course is taken. Concurrent courses are listed at the beginning of the course description. See Section VI for Academic Course Descriptions.

Contact Hours: The total hours of lecture and laboratory instruction required for each course.

Corequisite: See Concurrent Course.

Course: A single subject, such as ENG 111, taken for one semester.

Credits: Also referred to as Academic Credits, Credit Hours, and Semester Hours. Each course is assigned a number of credits which generally indicates the number of hours per week the class meets; i.e., a three credit course generally meets three hours each week. Courses with labs and occupational courses, however, generally meet more hours than the number of credits they carry. Tuition and fees are ordinarily charged by credit.

Curriculum: See Program of Study.

Drop: Changing your schedule by dropping a course after your initial registration.

Dual Degree: An Associate degree that is earned by completing two specified curricula concurrently. Approved curricula combinations are listed in Section III, Dual Degrees.

Elective: A course you may elect (choose) to take as opposed to a course you are required to take.

Fees: Special charges for courses or services other than tuition.

Financial Aid: Money received from various sources (grants, loans, scholarships, jobs) to help students with college costs. Most, but not all, forms of aid are based on financial need.

Financial Aid Transcript: A document you are required by federal regulations to have every other college you attended send to the Delta College Office of Financial Aid, which lists any federal aid you may have received or states that you received no aid. Required of financial aid recipients before aid can be awarded.

Full-Time Student: Enrolled in 12 or more credits in a semester.

G.E.D. (General Educational Development): A high school equivalency certificate for adults who did not receive the traditional high school diploma. It is earned by passing the national G.E.D. exam, which may be taken through Delta Assessment/Testing Services Office.

General Education: A group of courses in the areas of social science, natural/physical science, communication, and humanities which provide a common and broadly-based body of knowledge.

GPA (Grade Point Average): The GPA is determined by dividing the honor points earned (see definition of honor points) by the number of credits attempted, excluding courses in which you received final grades of "P," "I," "X," "WP," "WE," "W," or "NC." The semester GPA includes grades in each semester; the cumulative GPA includes grades from all semesters at Delta.

Grade Dispute: The process available to you if you do not agree with the grade you received in a course. See Section IV, Academic Policies and Information, Disputed Final Grade Policy.

Grade Ombudsman: The staff member who will provide you with information and assistance in understanding and following the Grade Dispute process. For name of person, contact Senate Office.

Graduation Requirements: Specific steps you must successfully complete to qualify for a degree or certificate. See Section IV, Academic Policies & Information, Graduation Requirements for details.

Grants: Money provided for educational expenses which does not have to be repaid; also called "gift aid."

Honor Points: Numerical values assigned to a letter grade for a course ("A"= 4 pts., "B"= 3 pts., "C"= 2 pts., "D"= 1 pt., "E"= 0 pts.), which are then multiplied by the number of credits assigned to the course; i.e., a "B" grade for a three credit course would have three honor points x three credits = 9 honor points.

In-District Student: A legal resident of Bay, Midland, or Saginaw county as defined by the Delta College residency policy.

Instructor-Initiated Drop: Being dropped from your course by your instructor for either lack of attendance or lack of the required prerequisites.

Loans: Money you borrow from your bank or credit union for educational expenses which must be repaid after you leave school.

MACRAO: A transfer agreement between many Michigan two- and four-year colleges, which standardizes the basic general education requirements. See Section III, Programs of Study, page 24, for details.

Ombudsman: See Grade Ombudsman.

Orientation: A program you will participate in as a new Delta student, which will acquaint you with the College facilities, programs, services, and procedures and during which a counselor will assist you in reviewing your program and selecting your courses. See Section II, The Enrollment Process, Steps to Success for details.

Out-of-District Student: A legal resident of Michigan, residing in a county other than Bay, Midland, or Saginaw.

Out-of-State Student: A legal resident of a state other than Michigan or of a foreign country.

Part-Time Student: Enrolled in less than 12 credits in a semester.

Prerequisite: Courses which must be successfully completed or requirements which must be met before enrolling in a specific course. Prerequisites are listed at the beginning of the course description. See Section VI for Academic Course Descriptions.

Probation: A warning status due to low grades or improper conduct.

Program of Study: A group of specific courses which you are required to complete successfully in order to qualify for a degree or certificate.

Registration: The time when you enroll in your courses and pay your tuition and fees. See Section II, The Enrollment Process, Registration for details.

Required Course: A course in your program that you must take as opposed to one that you elect (choose) to take.

Schedule of Academic Classes Booklet: A Delta publication which lists all the courses being offered that semester, the days and times when they will be offered, the location (on or off-Campus) where they will be held, the course fees, the instructors, and the registration schedule. These schedules are published for each semester or session.

Semester: Generally 15 weeks in length. The three semesters in an academic year at Delta are Fall (late August through December), Winter (January through April), and Spring/Summer (May through August).

Semester Hours: See Credits.

Session: Generally, 7 1/2 weeks in length, which is half the length of a semester. The two primary sessions in an academic year at Delta are Spring (May through June) and Summer (July through August).

Service Credits: Credits assigned to Community Service courses. These credits are not applicable to a Delta Associate degree or Certificate and are not transferable to other colleges.

Steps to Success (STS): A process in which you will participate as a new student, which includes Assessment, Orientation, and Registration. See Section II, The Enrollment Process, Steps to Success for details.

Suspension: Being required to leave Delta College due to a very low grade point average or unacceptable conduct.

Transcript: Your official Delta College record listing all academic courses attempted with grades, credits, and honor points; all transfer credits accepted; any credit awarded by examination or advanced placement; and your cumulative GPA.

Transfer: The official process of moving from attendance at one college or university to attendance at another college or university.

Tuition: The money you pay the College for instruction and services. A dollar amount is assigned to each credit. Tuition is determined by multiplying the dollar amount by the number of credits for which you are registering. In-District, Out-of-District, and Out-of-State tuition rates are different. See the Academic Class Schedule booklet for current tuition rates.

Withdrawal: Dropping all of your courses and leaving Delta College. Official withdrawal must be done through Records & Registration.

An Employer's Opinion

"Delta College has a recognized Criminal Justice Program which presents the opportunity for individuals to receive the needed education for entry into the Michigan Department of Corrections' Officer Corps. Delta graduates entering the Corrections Academy come prepared to meet the challenges of one of the toughest careers in criminal justice."

Luella R. Burke, Warden,
Saginaw Correctional Facility

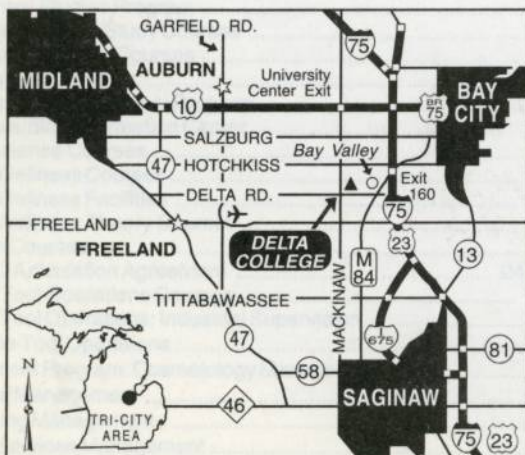
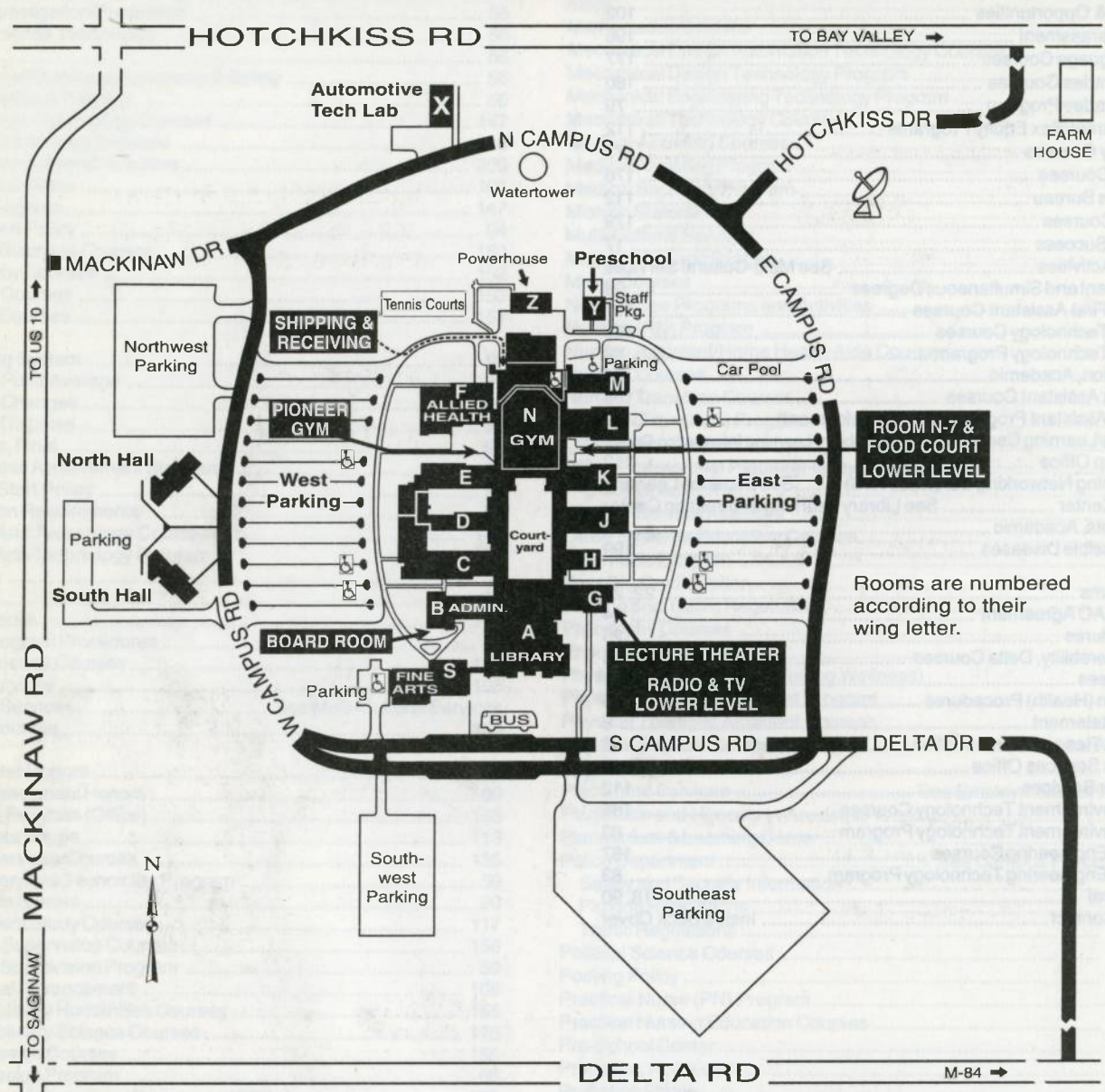
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DELTA COLLEGE
MAIN CAMPUS • UNIVERSITY CENTER, MI

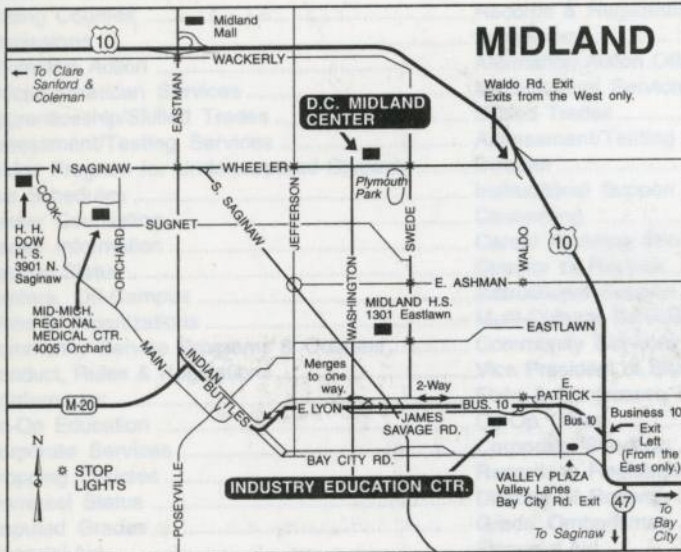


From I-75

Take exit 160 Turn south onto M-84. Go approximately $\frac{1}{4}$ mile to the second traffic light and turn west onto Delta Road. Travel $1\frac{1}{4}$ miles and the College is on the right.

From US-10

Exit south at the Mackinaw Road exit onto Mackinaw Road. Travel about 2¼ miles, past the blinker light at the Hotchkiss Road intersection. College entrance is on the left.



Industry Education Center

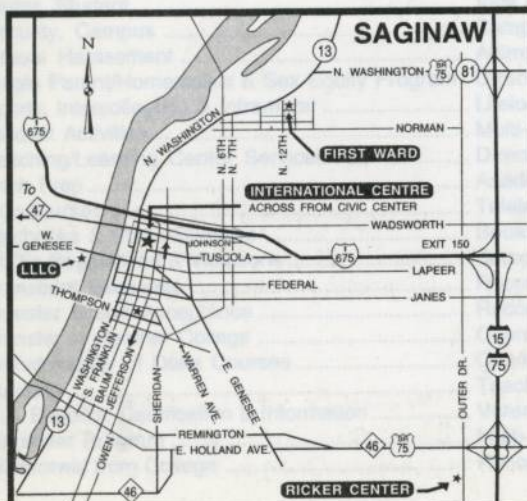
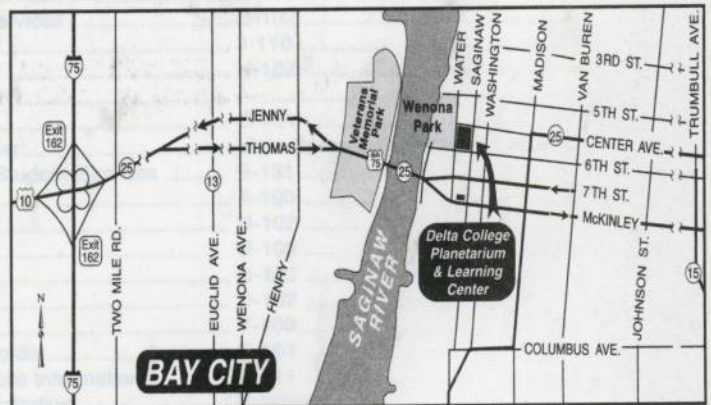
3024 James Savage Road
(517) 496-3368

Midland Center

1025 East Wheeler
(517) 835-2240

Planetarium & Learning Center

100 Center Avenue
Bay City, MI 48708
(517) 667-2260



Ricker Center

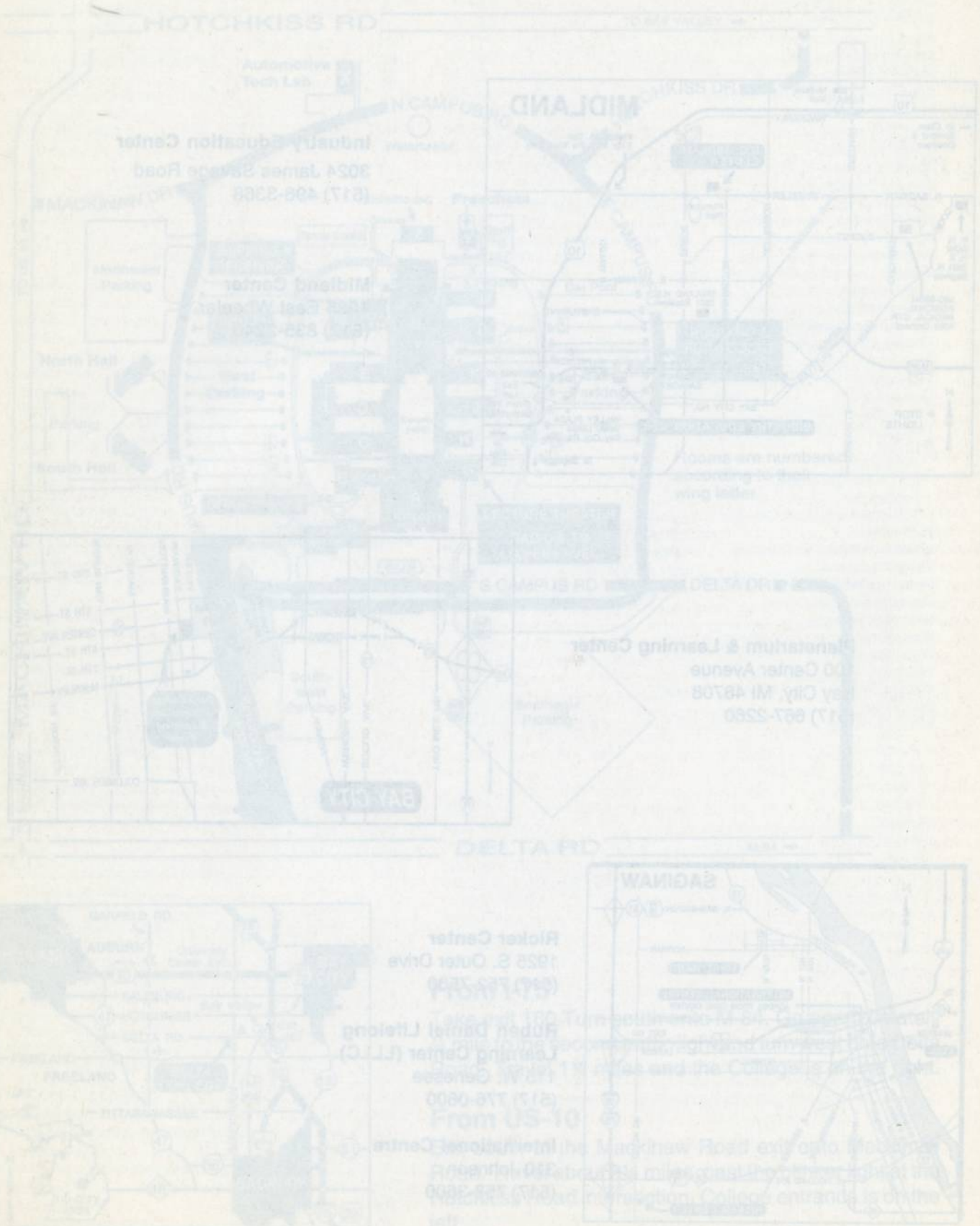
1925 S. Outer Drive
(517) 752-7500

Ruben Daniel Lifelong Learning Center (LLLC)

115 W. Genesee
(517) 776-0600

International Centre

310 Johnson
(517) 758-3600



Who to Contact

To Ask Questions About:	Contact:	Location:	Phone Extension:
Academic Advising	Counseling	D-102	9794
Academic Standards	Director of Records	D-101	9681
Adding Courses	Records & Registration	B-Wing	9305
Admissions	Admissions	D-101	9093
Affirmative Action	Affirmative Action Officer	J-101	9547
African-American Services	Multi-Cultural Services	D-102	9121
Apprenticeship/Skilled Trades	Skilled Trades	A-54	9437
Assessment/Testing Services	Assessment/Testing	D-101	9338
Bridge Program for Underprepared Students	Director	J-114	9163
Bus Schedules	Instructional Support Services	J-102	9221
Career Counseling	Counseling	D-102	9794
Career Information	Career Planning Services	Main Campus-East Lower Level	9072
Cautious Status	Director of Records	D-101	9681
Centers, Off-Campus	Instructional Support Services	J-102	9221
Clubs & Organizations	Multi-Cultural Services	D-102	9336
Community Service Programs & Courses	Community Services	J-102/Main Campus-West Lower Level	9412
Conduct, Rules & Regulations	Vice President of Student Services	B-131	9340
Conferences	Food & Conference Services	N-25	9037
Co-Op Education	Co-Op Office	F-40	9474
Corporate Services	Corporate Services	International Centre	758-3600
Dropping Courses	Records & Registration	B-Wing	9305
Dismissal Status	Director of Records	D-101	9681
Disputed Grades	Grade Ombudsman	A-30	9076
Financial Aid	Financial Aid	D-101	9080
Grades	Records & Registration	B-Wing	9539
Graduation, Requirements & Applications	Records & Registration	B-Wing	9305
Handicapped Services	Multi-Cultural Services	D-102	9096
Hispanic/Native American/Asian Services	Multi-Cultural Services	D-102	9125
Honors Program	Honors Office	J-110	9617
Illness, Injury, Health Concerns & Insurance	Health Services	N-102	9333
Incomplete Grades	Course Teacher	—	—
International Students	Admissions	D-101	9093
Jobs, Part/Full-Time, On/Off-Campus	Placement Center	Main Campus-East Lower Level	9074
Judicial/Due Process	Vice President Student Services	B-131	9340
Library	Library	A-100	9307
Lost and Found	Campus Police	N-102	9111
Orientation for New Students	Counseling	D-102	9794
Parking	Campus Police	N-102	9111
Personal Problems	Counseling	D-102	9794
Pre-School Child Care	Pre-School	Y-100	9334
Probation Status	Director of Records	D-101	9681
Public Information	Marketing & Public Information	B-141	9490
Registration	Records & Registration	B-Wing	9305
Residency Qualifications	Admissions	D-101	9093
Rights, Student	Vice President of Student Services	B-131	9340
Security, Campus	Campus Police	N-102	9111
Sexual Harassment	Affirmative Action	J-101	9547
Single Parent/Homemaker & Sex Equity Program	Director	D-102	9390
Sports, Intercollegiate & Intramural	Lifelong Wellness	N-140	9023
Student Activities	Multi-Cultural Services	D-102	9336
Teaching/Learning Center Services	Director	A-100	9314
Tech Prep	Academic Services	J-102	9521
Telecourses	Telelearning Network Services	Main Campus-West Lower Level	9398
Textbooks & Class Supplies	Bookstore	Main Campus-Lower Level Food Court	9030
Traffic Regulations & Violations	Campus Police	N-102	9111
Transcript Requests	Records & Registration	B-Wing	9305
Transfer Credit Acceptance	Records & Registration	B-Wing	9554
Transfer to Another College	Counseling	D-102	9794
Transferability of Delta Courses	Counseling	D-102	9794
Tutoring	Teaching/Learning Center	A-100	9314
V.A. Benefits, Certification & Information	Veterans	B-Wing	9465
Volunteer Program	Multi-Cultural Services	D-102	9336
Withdrawal from College	Records & Registration	B-Wing	9305



Delta College